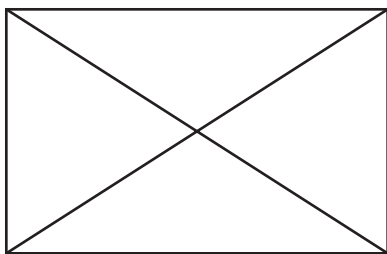


Recycled paper is used for the inside pages of this book.

Konica 3240/3340 Copier

User's Manual



As an ENERGY STAR Partner, Konica Business Machines U.S.A., Inc. has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

1996 Konica Business Machines U.S.A., Inc.

MAINTENANCE AGREEMENT

The KONICA 3240/3340 copier will give you many years of trouble-free service. To ensure high quality copying performance and to prevent premature wear and failure of precision parts and components, periodic cleaning and routine adjustments should be scheduled.

We recommend that you contact your service center to discuss the benefits and advantages of Konica's Customer Service Maintenance Agreement and to be shown how a maintenance plan can be tailored to your individual copying needs.

NOTICE:

Konica Business Machines U.S.A., Inc. has made every effort to ensure that the information in this manual is complete and accurate. However, constant efforts are also being made to improve and update the product. Therefore, Konica Business Machines U.S.A., Inc. shall not be liable for errors in this manual or for any consequential damages resulting from the use of this manual. The information contained herein is subject to change without notice.

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MANUAL PART NUMBER:

OP-03-3240/3340

CORRESPONDENCE:

Correspondence regarding this manual may be mailed to the address shown below.

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WINDSOR, CT 06095

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Section 1: Introduction

To the User
Overview of the User's Manual

Copier Features
Standard Equipment
Optional Equipment

Introduction

To the User

Welcome to the Konica 3240/3340 copier product, which provides a high technology LCD screen for performing a full range of features in your working environment. General product information is given below.

Key Operator Functions

Custom settings can be made by the key operator (or anyone who is responsible for the machine). Access to the Key Operator mode may require a master password, if previously set by service. Use the password system to limit use of key operator functions to a person who is authorized to handle the responsibility.

Copier Service, Repairs & Supplies

Copier service and repairs should be performed only by an authorized Konica service representative. To maintain personal safety, and to avoid machine damage, never disassemble the machine for any reason. To ensure optimal copy quality, use only supplies that are recommended by Konica Business Machines, U.S.A., Inc. For convenience, use the form located at the end of Section 10: Maintenance to record all service, repair, and supply orders.

Machine Labels

Information labels are affixed to the copier to provide quick and easy instructions on basic copying, loading paper, adding toner, and clearing mishandled paper. In addition, safety labels are attached to various internal areas of the copier and top bin of the ST-217 In-Bin Stapler Sorter, providing cautionary information to prevent personal injury or damage to the copier. Sample machine safety labels are shown in Section 2: Safety Information.

Control Panel

The 3240/3340 control panel is designed for user friendliness and ease of operation. The basic section on the right consists of a keypad as well as the keys for selecting Print Quantity, Power Saver, Interrupt and Start Print; the mid section includes special mode keys for selecting Auto Copy, Check, Application, Job Memory and Auto Reset; adjacent to these keys, on the left, is the LCD screen with an array of four interactive function keys and an OK key below; the far left portion of the control panel includes Output mode keys for Group, Staple and Sort functions.

Copying modes, selections, and setting changes can be made from the LCD screen and the Function keys. The upper portion of the LCD screen automatically displays machine status information, as required.

Introduction

To the User (continued)

Overview of the User's Manual

To enjoy optimal performance, read this manual before using the copier. Be sure to handle the machine and perform all copying operations only as recommended in the manual. Keep the manual located with the machine so that all users may refer to it, as needed.

Manual Organization:

The User's Manual is made up of twelve main copier sections, plus a glossary of copier terms. Section pages list topics covered in each section. Highlights are as follows:

Machine Information in Section 3 can be used as a reference for all copying operations. This section contain specifications that are useful for many copying jobs, especially when capacities, sizes and weights are factors.

Paper Information in Section 4 contains specifications on paper capacity, paper size, paper weight, compatibility, etc.

Basic Operations in Section 5 provides information on using the LCD screen and making all copying selections, such as Copy Mode, Copy Density, Lens Mode, and Copy Size.

Applications in Section 8 is devoted to special copying functions, which are easy to use.

Key Operator Mode in Section 9 describes key operator functions, and shows you how to make machine setting changes to customize the machine for your working environment. The key operator mode should be used only by an authorized person.

Troubleshooting in Section 11 provides instructions on clearing mishandled paper, and offers troubleshooting hints to help prevent and solve problems.

Page Design:

The page layout of this manual is designed to help you perform each operation quickly and easily. The basic format includes an introductory explanation of each function; step-by-step procedures; and illustrations to enhance many of the procedures. Caution statements specific to the topic are included on the page, so that they will catch your eye before procedures are started. Special notes are located on the page, as required.

Introduction

Copier Features

40 CPM	JOB MEMORY
2 IN 1 FORMAT	KEY OPERATOR MODE
AUTO COPY	LCD SCREEN WITH INTERACTIVE FUNCTION KEYS
AUTOMATIC DUPLEX	MIXED ORIGINAL
AUTOMATIC EXPOSURE SELECTION (AES)	MOISTURE PAPER
AUTOMATIC MAGNIFICATION SELECTION (AMS)	OHP INTERLEAVE
AUTOMATIC PAPER SELECTION (APS)	BLANK SHEET INTERLEAVING
AUTOMATIC TRAY SWITCHING (ATS)	COPY SHEET INTERLEAVING
AUTO RESET	PHOTO MODE
BOOK COPY	PHOTO-TEXT MODE
CHECK SCREEN	POWER SAVER MODE
ELECTRONIC COPY MONITOR (ECM)	REDUCE & SHIFT
FRAME/FOLD ERASURE	SHEET/COVER INSERTION
IMAGE SHIFT	THIN/THICK PAPER

Standard Equipment

3240 Main Body with 2 Paper Trays (500/500)

3340 Main Body with Automatic Duplex Unit (ADU) and 1 Paper Tray (500)

Reversing Automatic Document Feeder (RADF)

Configuration Options:

- with Multi-Sheet Bypass (100 sheets)

- with Plain Stand

- with 1 Paper Tray (500) and Storage (DB-206A)

- with 3 Paper Trays (500) (DB-206B)

- with 1 Paper Tray (500) and Large Capacity Tray (1,500) (DB-606)

Optional Equipment

ST-217, a 20-Bin Stapler Sorter with in-bin stapling

ST-216, a 20-Bin Sorter with off-line stapling option

Weekly Timer

Key Counter

Section 2: Safety Information

User Instructions

Machine Safety Labels

Regulations

FCC Regulations

Canadian Department of Communications Regulations

Machine Installation and Power Requirements

Machine Handling and Care

Routine Safety Check

Safety Information

User Instructions

The following pages include important safety information, which should be read and understood before you attempt to operate the machine. If you have any concerns about safety matters, please contact your service representative.

Keep this manual permanently located with the machine, and in good, legible condition. The manual should be readily available to all users.

Machine safety labels are attached to some inside areas of the machine. The purpose of the safety labels is to alert you of imminent or potentially hazardous situations or conditions. Examples of machine safety labels are shown on the following page.

The following standard safety categories are commonly used on product labelling.



DANGER:

Danger indicates an imminent hazardous situation, which, if not avoided, will result in death or serious injury.



WARNING:

Warning indicates a potentially hazardous situation, which if not avoided, could result in death or serious injury.



CAUTION:

Caution indicates a potentially hazardous situation, which, if not avoided, may result in minor or moderate bodily injury.

Note: The DANGER category is not required for this product, and is included here for general user information.

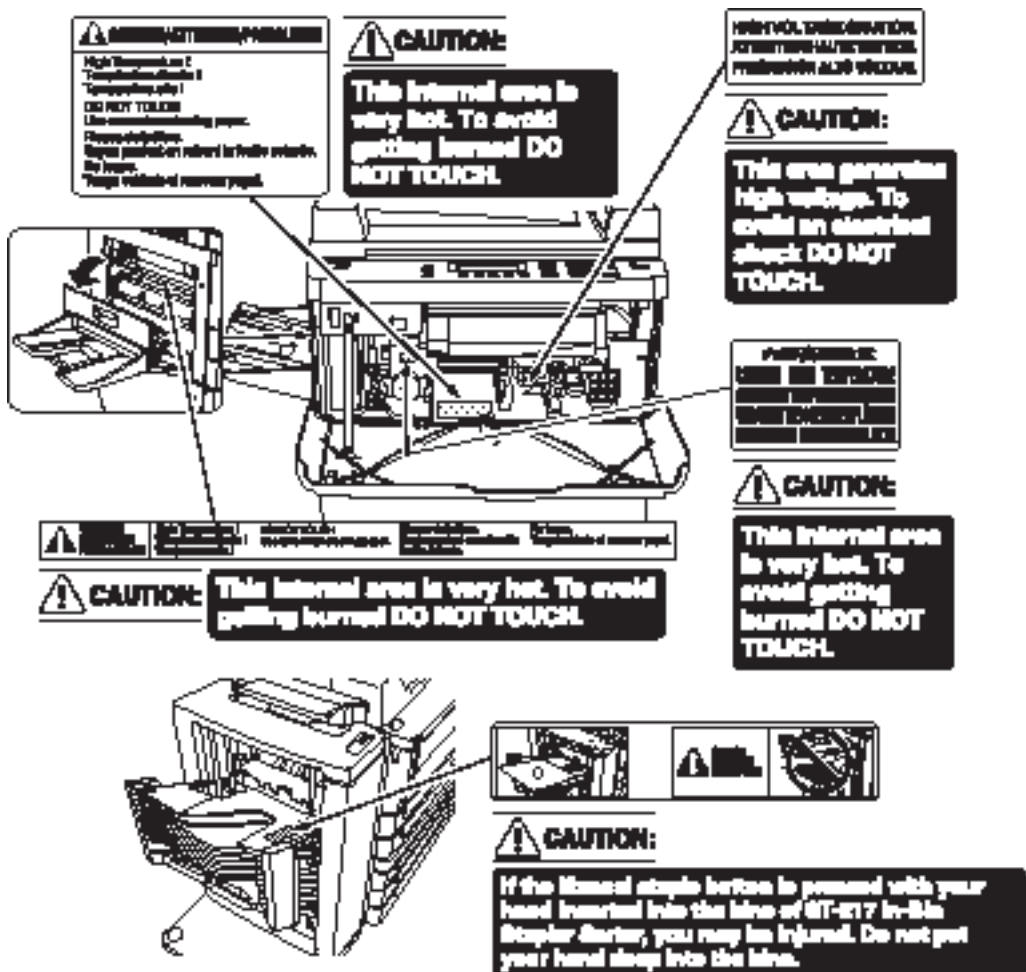
Safety Information

Machine Safety Labels

If you touch any machine area that you are advised by any caution label to avoid, you may be burned or injured.

Do not remove caution labels. If any caution label is illegible due to soilage, clean the label. If cleaning does not render the label legible, please contact your Konica service representative.

Sample Machine Safety Labels



Safety Information

Regulations

FCC Regulations

Warning: The Konica 3240/3340 copier generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with the instruction manual, interference with radio communications may result. This equipment has been tested and found to comply with the limits for a Class A computing device, pursuant to Subpart B, Part 15, of FCC rules, which are designed to provide reasonable protection against interference from such equipment when it is operating in a commercial environment.

Users operating this equipment in a residential area are likely to cause interference, in which case they may be required to correct the interference at their own expense.

Canadian Department of Communications Regulations

Le présent appareil n'émet pas de bruits radioélectriques dépassant les limites applicables aux de Classe A prescrites dans le règlement sur la brouillage radioélectrique édicté par Le Ministère des Communications du Canada.

This equipment does not exceed the Class A limits for radio noise emissions as set out in the radio interference regulations of the Canadian Department of Communications.

Safety Information

Machine Installation and Power Requirements



CAUTION:

FAILURE TO HEED THE FOLLOWING CAUTIONS MAY RESULT IN BODILY INJURY AND/OR COPIER DAMAGE

☐ FIRE PREVENTION

Install copier away from materials that can catch fire, such as curtains; flammable or volatile materials; and dampness.

☐ WATER DAMAGE

Do not install or operate the copier outdoors near a lake, pond, or river, etc.; and do not allow the machine to come in contact with splashes of rain, water, or any liquid.

☐ TEMPERATURE AND HUMIDITY

Install copier away from direct sunlight, heat sources (stoves, heaters) and cold temperatures (air conditioners). Avoid any environment that is outside 50°~91.4°F (10°~33°C), with 10~80% humidity.

☐ VENTILATION

Do not allow the machine to come in contact with dust or ammonia gas, or fumes from printing or cleaning solutions, etc.; otherwise, image quality will be poor. Install the machine in a well-ventilated area, for comfort; otherwise, an ozone odor will be detected during large copy runs. When in use, the copier generates ozone in amounts too small to be hazardous to the human body.

☐ VIBRATIONS

If the machine is constantly vibrated or jolted, trouble may occur. Install the machine on a level and horizontal floor, free from vibrations.

☐ SPACE ALLOTMENT

Install copier in an area with adequate space for performing copier operations; replacing supply items; and for conducting preventive maintenance. (See p. 3-6 to p. 3-7.)

☐ MACHINE RELOCATION

Before moving the copier to another location, contact your Konica service representative.

Safety Information

Machine Installation and Power Requirements (continued)



CAUTION:

FAILURE TO HEED THE FOLLOWING CAUTIONS MAY RESULT IN COPIER DAMAGE, OVERHEATING, RISK OF ELECTRICAL SHOCK, AND/OR PERSONAL INJURY

☐ PLUG SOCKET

A plug socket is limited in capacity. Use an exclusive power source for the copier; otherwise, an accident from overheating and/or smoking may occur. The total power consumption of the copier, including all possible options, must not exceed the capacity of the main power supply.

☐ PLUG AND CORD (LEAD)

Unless the power plug is firmly inserted into the socket, an accident from overheating and/or smoking may occur. Firmly insert the power cord plug into the electrical outlet before turning the copier power switch On. If the inserted plug is loose in the socket, disconnect it, and consult an electrician for repair; but, do not attempt to operate the copier.

A damaged power cord may result in overheating, short circuit or fire. Do not bend, crush, wind, or kick the cord; or impact it with a desk or any item; or roll up the power cord. If the copier power cord is bent or damaged, immediately contact your Konica service representative; and do not attempt to repair it yourself, or continue to operate the copier.

The electrical-outlet shall be installed near the equipment and shall be easily accessible.

☐ ADAPTERS AND PLURAL LOADS

Never use adapters; and never connect plural loads or a branched socket to one socket outlet; otherwise an accident may occur from overheating or fire.

☐ EXTENSION CORDS (LEADS)

An extension cord or lead is limited in capacity, and unless the cord or lead has adequate capacity, smoking may occur, and an accident may be caused from overheating. Should smoking and/or overheating occur, contact an electrician immediately. If you require further information about power requirements, power consumption, extension cords, adapters and connectors, please contact your Konica service representative, and also consult your electrician.

Safety Information

Machine Handling and Care



CAUTION:

FAILURE TO HEED THE FOLLOWING CAUTIONS MAY RESULT IN COPIER DAMAGE, OVERHEATING, AND/OR PERSONAL INJURY

☐ MACHINE CONTACT

Never touch internal high voltage, high temperature or magnetism areas indicated with a CAUTION HIGH TEMPERATURE label. Never touch the drum surface.

Never touch the inside of the copier for any purpose other than for removing mishandled paper or adding toner.

☐ MACHINE CARE

Do not drop paper clips, staples and other small metallic objects into the copier; or spill water or any other liquid into the copier.

Do not use the copier surface to support vases, books, etc. These items will interfere with the work space and may cause damage to the copier or to originals.

☐ ABNORMAL CONDITIONS

If any abnormal sound, odor, or smoke generates from the copier, immediately stop using the machine, turn off the main power switch, disconnect the plug and contact your Konica service representative.

If a circuit breaker is tripped or if a fuse blows, stop using the copier and contact an electrician. If information is needed regarding the power source or power consumption of the copier, contact your Konica service representative.

☐ MACHINE MODIFICATION

Do not modify the machine in any way or remove any part or screw; and never attempt to perform any maintenance function that is not specifically described in this manual. Do not connect the machine with any options other than those specified.

☐ EXCEEDING TOP BIN CAPACITY

The top bin capacity of each sorter is 100 sheets.

If print quantity exceeds the 100-sheet top bin capacity, remove copies before the limit is reached; otherwise mishandled paper may occur.

Safety Information

Machine Handling and Care (continued)



CAUTION:

FAILURE TO HEED THE FOLLOWING CAUTIONS MAY RESULT IN COPIER DAMAGE, OVERHEATING, AND/OR PERSONAL INJURY

❑ TOTAL BIN CAPACITY IN CASCADE MODE

ST-217 In-Bin Stapler Sorter and ST-216 Off-Line Stapler Sorter feature the Cascade mode which can be activated by Service.

Using the ST-217 In-Bin Stapler Sorter

Do not set the copy count above 700; otherwise, paper misfeed may occur. If you should set the print quantity above 700, be sure to remove the copies delivered to the 20th bin before the maximum capacity is reached.

Using the ST-216 Off-Line Stapler Sorter

Do not set the copy count above 670; otherwise, paper misfeed may occur. If you should set the print quantity above 670, be sure to remove the copies delivered to the 20th bin before the maximum capacity is reached.

❑ MANUAL STAPLE BUTTON

If the Manual staple button is pressed while your hand is inserted in any the bins of the ST-217 In-Bin Stapler Sorter, you may be injured. Do not insert your hand deeply into any bin.

Safety Information

Routine Safety Check



CAUTION:

☐ FIRE PREVENTION

Check for abnormal heat from power cord and/or plug. Do not use flammable liquids, thinners or alcohol near the machine; these materials may cause a fire.

☐ PERIODICAL CHECK

Check for loose connection on power plug, damage to power cord and/or plug (creasing, fraying, etc.) Be sure the plug is inserted fully, and is not scratched or cut. If any abnormality occurs, do not continue to operate the machine.

☐ SERVICE MESSAGES

If a service message displays, turn the machine off, disconnect the power cord from the outlet, and report the condition to your service representative.

☐ TONER

Check to be sure toner in storage is out of the reach of children, or anyone incapable of using supplies safely. Although toner is non-toxic, do not inhale toner or allow it to come in contact with eyes. If inhalation or eye contact occurs, immediately consult a physician. Please refer to the appropriate material safety data sheet for additional toner safety information.

☐ PAPER

Check paper to be sure it is according to specifications outlined in Section 4.

☐ CLEANING MATERIALS

Check the type of cleaning material used on your machine to be sure it is recommended by Konica. If necessary, check with your Konica representative. Never use cleaning materials for purposes other than cleaning, and be sure to keep all cleaning materials out of the reach of children or anyone who is incapable of using them safely.

☐ POWER SAVER

Use Power Saver mode for short periods of machine inactivity. When not using the machine for long periods of time, turn power off, except when the weekly timer function is operating.

☐ DISPOSAL OF THE COPIER

Dispose of this copier according to your local regulations.

Section 3: Machine Information

Machine Layout

Site Requirements

Control Panel Layout

LCD Screen

Basic Screen

Initial Settings

Auto Reset Mode

Auto Shut-Off Mode

Automatic Paper Selection (APS)

Automatic Magnification Selection (AMS)

Automatic Exposure Selection (AES)

Automatic Tray Switching (ATS)

Power Saver Mode

Key Operator Settings

Auto Lower Power Timer

Non-Image Area Erase

RADF Frame Erasure Selection

Odd-Even Original Counter

Count of Sheet Insertion Originals

Weekly Timer Option

LCD Panel Contrast

Service Settings

Cascade Mode

OK Key

AMS Display - --A--

Staple Sheet Limitation

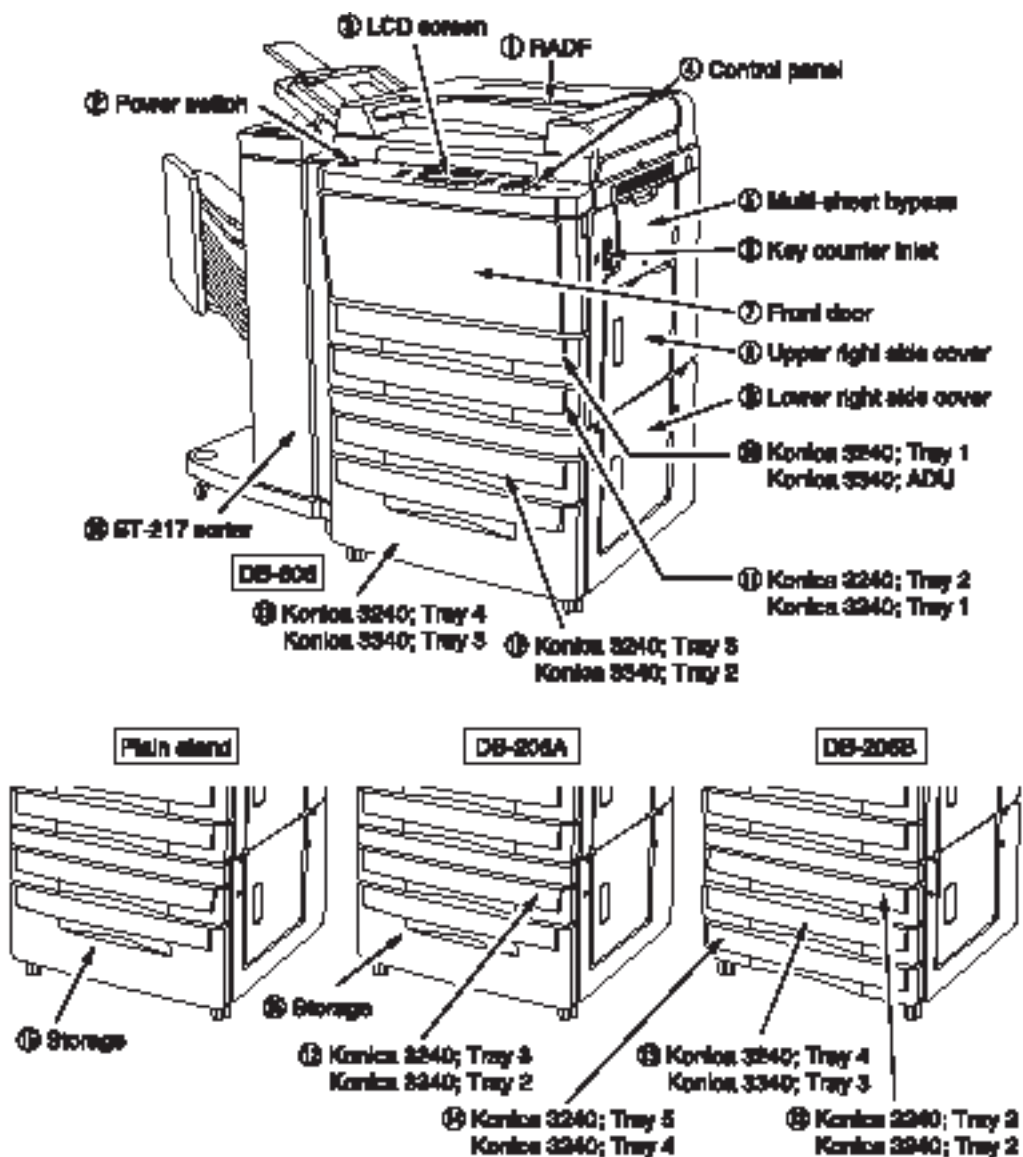
Maximum Print Quantity Limitation

Master Key Code Setting for ECM/Weekly Timer

Auto Copy - Original Size and Off-Timer

Machine Information

Machine Layout



Machine Information

Machine Layout

- 1 RADF (Reversing Automatic Document Feeder) automatically feeds multiple originals one at a time to the platen glass for copying, then discharges them.
- 2 POWER SWITCH turns power to the copier ON/OFF alternately, when pressed.
- 3 LCD SCREEN displays interactive operation screens.
- 4 CONTROL PANEL controls copier operations in conjunction with the Function keys under the LCD screen.
- 5 MULTI-SHEET BYPASS holds 100 sheets (max.) of regular paper, or 1 sheet of thin, heavy stock.
- 6 KEY COUNTER INLET for inserting the optional Key counter.
- 7 FRONT DOOR opens to the inner copier for clearing mishandled paper and replenishing toner.
- 8 UPPER RIGHT SIDE COVER opens to allow removal of mishandled paper.
- 9 LOWER RIGHT SIDE COVER opens to allow removal of mishandled paper.

— Konica 3240 —

- 10 TRAY 1 is initially fixed at 8.5"x11"R and holds 500 sheets.
- 11 TRAY 2 (universal tray) is user adjustable and holds 500 sheets of either 11"x17"/8.5"x11"/8.5"x11"R/or 5.5"x8.5".
- 12 TRAY 3 (DB-206A/206B) is initially fixed at 8.5"x11" and holds 500 sheets.
- 12 TRAY 3 (DB-606) is initially fixed at 8.5"x14" and holds 500 sheets.
- 13 TRAY 4 (DB-206B) is initially fixed at 8.5"x14" and holds 500 sheets.
- 13 TRAY 4 (DB-606) is initially fixed at 8.5"x11" and holds 1,500 sheets.
- 14 TRAY 5 (DB-206B) is initially fixed at 11"x17" and holds 500 sheets.
- 15 Storage accommodates copy paper, copy materials, etc.

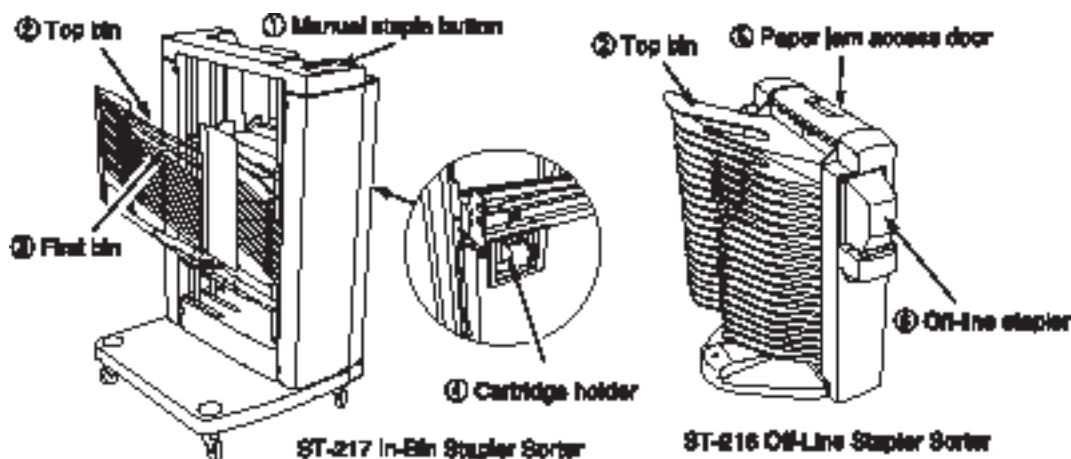
— Konica 3340 —

- 10 ADU is used for duplex copying.
- 11 TRAY 1 (universal tray) is user adjustable and holds 500 sheets of either 11"x17"/8.5"x11"/8.5"x11"R/or 5.5"x8.5".
- 12 TRAY 2 (DB-206A/DB-206B) is initially fixed at 8.5"x11" and holds 500 sheets.
- 12 TRAY 2 (DB-606) is initially fixed at 8.5"x14" and holds 500 sheets.
- 13 TRAY 3 (DB-206B) is initially fixed at 8.5"x14" and holds 500 sheets.
- 13 TRAY 3 (DB-606) is initially fixed at 8.5"x11" and holds 1,500 sheets.
- 14 TRAY 4 (DB-206B) is initially fixed at 11"x17" and holds 500 sheets.
- 15 Storage accommodates copy paper, copy materials, etc.

- 16 IN-BIN STAPLER SORTER (option) device that sorts, staples & sorts, and groups.

Machine Information

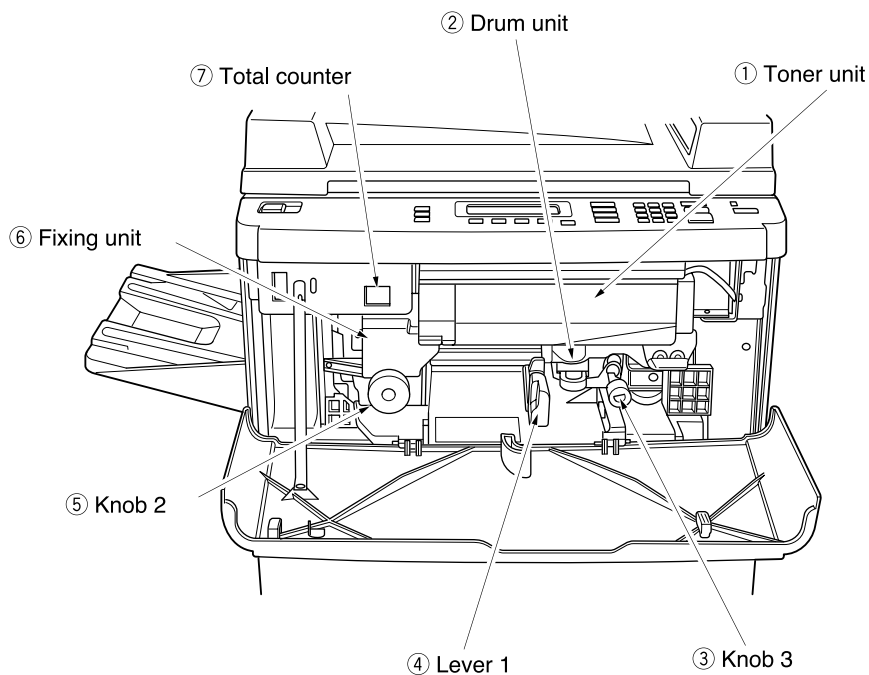
Machine Layout (continued)



- 1 MANUAL STAPLE BUTTON manually staples copies in-bin or after being positioned in first bin.
- 2 TOP BIN receives non-sorted copies; and in the ST-217 In-Bin Stapler Sorter staples sheets that are manually placed here.
- 3 FIRST BIN is the first bin of the sorter.
- 4 CARTRIDGE HOLDER accommodates new cartridge replacing an empty cartridge.
- 5 PAPER JAM ACCESS DOOR opens to allow removal of jammed paper in the sorter.
- 6 OFF-LINE STAPLER staples sheets manually.

Machine Information

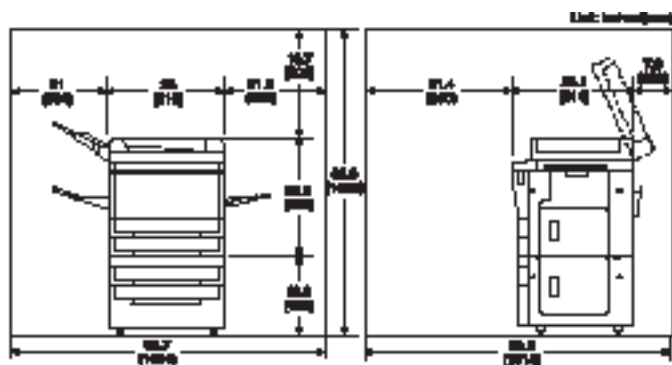
Machine Layout (continued)



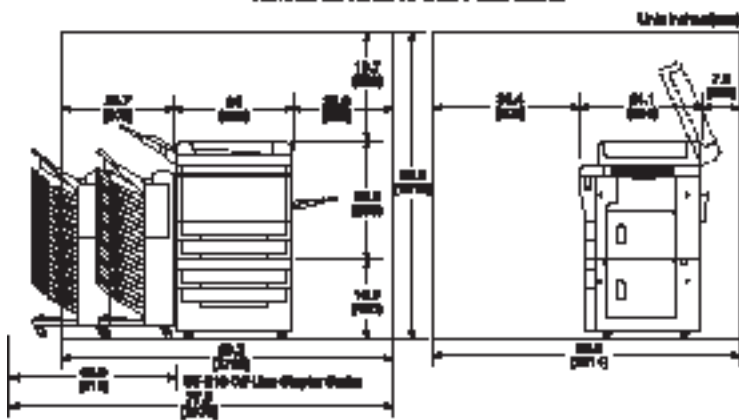
- 1 Toner unit
- 2 Drum unit
- 3 Knob 3
- 4 Lever 1
- 5 Knob 2
- 6 Fixing unit
- 7 Total counter

Machine Information

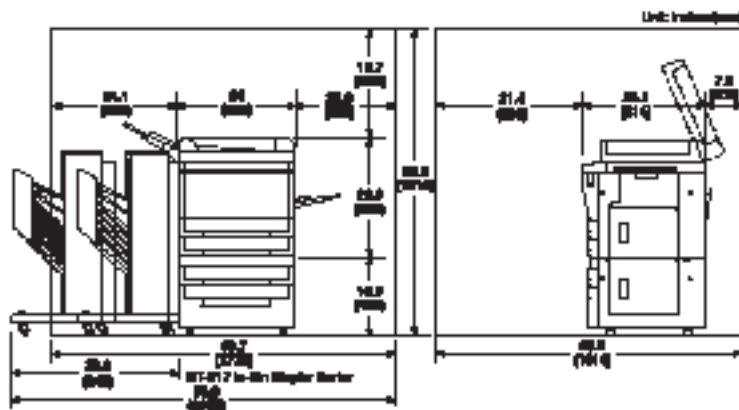
Site Requirements



Konica 8340/8340 with Flat stand



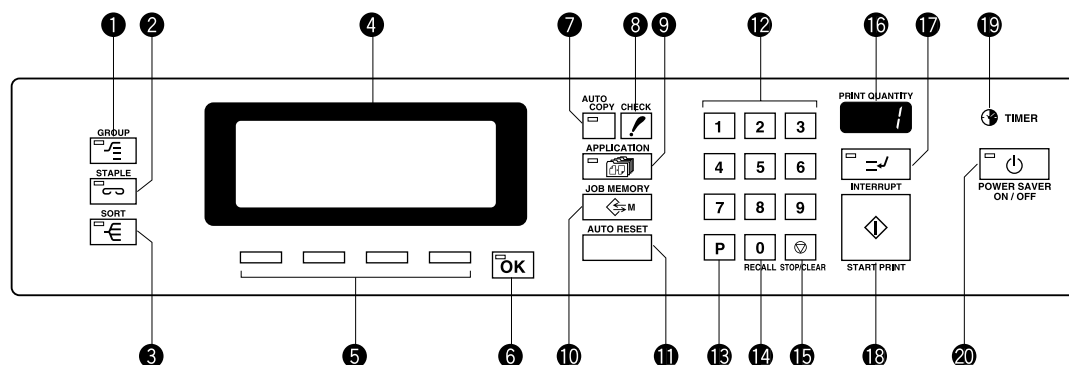
Konica 3840/8340 with DB-806A and ST-818 Off-Line Stapler Sorter



Konica 2840/8340 with DB-806 and ST-817 In-Bin Stapler Sorter

Machine Information

Control Panel Layout



- 1 GROUP selects Group mode.
- 2 STAPLE selects Staple-sort mode.
- 3 SORT selects Sort mode.
- 4 LCD SCREEN displays machine and copying status; and interactive screens for the four Function keys.
- 5 FUNCTION KEYS interact with the LCD screen.
- 6 [OK] completes the selection made by the four Function keys.
- 7 AUTO COPY automatically activates copying each time the Document Feeder is closed.
- 8 CHECK displays a screen showing all settings that are selected for the current job.
- 9 APPLICATION displays a menu for selecting special application functions.
- 10 JOB MEMORY displays screens for selecting job store/job recall functions.
- 11 AUTO RESET restores copier to automatic mode settings or to key operator settings.
- 12 KEYPAD enters numeric values.
- 13 [P] accesses programming modes for setting special functions.
- 14 [0] RECALL recalls the print quantity for the current job.
- 15 STOP/CLEAR stops the copying sequence; allows resetting of print quantity.
- 16 PRINT QUANTITY indicator displays the current print quantity setting.
- 17 INTERRUPT stops copying in progress to allow copying from the platen glass.
- 18 START PRINT activates copying.
- 19 TIMER lights when the timer function is set.
- 20 POWER SAVER activates energy-saving mode for times when the copier is inactive, or activates timer off mode when weekly timer function is active.

Machine Information

LCD Screen

The LCD displays interactive screens for making copy job selections. Selections made by pressing the four Function keys are highlighted. The screens also work with the conventional control panel keys.

After the power switch is turned on, the Basic screen displays. Then, the message “please wait Copier is warming up” displays for approximately 2 min. 30 sec., until the fixing temperature is reached.

When the Basic screen is displayed, the four Function keys become interactive. The interactive condition enables you to communicate directly with the copier system simply by pressing the Function keys or by pressing conventional keys, as required. In addition, the screens automatically display information regarding machine and copying status.

Basic Screen

The Basic screen displays after the power switch is turned on. The Basic screen includes a two-line message bar at the top, and mode indicators at the bottom for Copy Mode, Copy Density, Lens Mode, and Copy Size. This screen enables you to use the four Function keys under the screen plus conventional keys to select modes, functions, settings, paper trays, etc. Copying conditions after warm-up can be set in the Initial Setting menu of the Key Operator mode.



CAUTION:

The LCD screen of the control panel is covered with glass. Do not drop heavy items on the glass, or put excess weight or pressure on it; otherwise the glass may break or become scratched.

Machine Information

Initial Settings

Initial settings represent the initial full-auto machine condition when power is turned on; when ECM password is set; or when Auto Reset mode is restored, either manually or automatically.

Print Quantity	: 1
Magnification Ratio	: 100%
RADF	: ON
Copy mode	: 1-1 (Konica 3240) 1-2 (Konica 3340)
AES: (Automatic Exposure Selection)	: ON
APS: (Automatic Paper Selection)	: ON
Sorter	: OFF

Note: All settings can be set by the key operator except Print Quantity.

Auto Reset Mode

The Auto Reset function can be set for OFF/ 30 seconds/ 1 minute/ 1.5 minute/ 2 minutes/ 2.5 minutes/ 3 minutes. Initially, the mode is set to function after 1 minute of copier inactivity. The Auto Reset key function also re-displays the Basic screen, unless the settings are changed by the key operator in the Initial settings menu. For the key operator setting, see p. 9-39 to 9-43.

Auto Shut-Off Mode

This mode automatically shuts off the main power after a specified period of copier inactivity. The Auto shut-off function can be set for 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ or 240 minutes. Initially, the mode is set to function after 60 minutes of copier inactivity. For the key operator setting, see p. 9-39 to 9-43.

Automatic Paper Selection (APS)

When APS is highlighted on the LCD screen, the appropriate copy paper size is automatically selected. When copying from the platen glass or document feeder, APS detects the sizes indicated below. For the key operator setting, see p. 9-39 to 9-43.

PLATEN GLASS: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
ADF (1-1 OR 1-2 MODE): 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
RADF (2-2 OR 2-1 MODE): 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R

Machine Information

Automatic Magnification Selection (AMS)

AMS functions automatically when Copy Size is pressed in the full-auto mode. An appropriate ratio is selected, based on the relationship of copy size to original size.

Automatic Exposure Selection (AES)

When AES is highlighted on the touch screen, the appropriate exposure level is automatically selected to match the copy density of the original. Manual density adjustments override AES.

Automatic Tray Switching (ATS)

When the selected paper tray becomes empty while copying is in progress, automatic tray switching detects the same copy paper size loaded in another tray to allow copying to be continued without interruption. The Multi-sheet bypass tray is not included in tray switching.

Power Saver Mode

To activate Power Saver mode, press the Power Saver button. The Power Saver mode enables you to maintain a lower fixing temperature until the Power Saver button is pressed again. When Power Saver is on, all other indicators except the Power Saver indicator will go off.



CAUTION:

Turn the power off during long periods of copier inactivity.

Use Power Saver Mode when copier is inactive for short periods of time.

Machine Information

Key Operator Settings

The Key Operator can change settings and customize the copier so that it handles the needs of your particular working environment. See Section 9 to review the entire list of Key Operator functions that are available to you.

Auto Low Power Timer

The Auto Low Power Timer enables you to maintain a lower fixing temperature during periods of copier inactivity. When Auto Low Power Timer is on, all other indicators will be off; and the initial mode displays a dimmer back-lit message.

The Auto Low Power Timer is available in the Application selection mode; Basic mode; or during idling. Auto Low Power Timer is unavailable during a mishandled paper condition. The feature is activated in Key Operator mode. See p.9-39 to p.9-43.

Non-Image Area Erase

When copying from the platen glass with the document cover open only, the image area is copied, erasing the exposed area of the platen glass outside the document. This function can be set by key operator mode, to be activated with any copying conditions, with APS or AMS selected, or not to be activated. See p. 9-39 to 9-43.

RADF Frame Erasure Selection

When copying using the RADF, the four edges of the document will be erased by five millimeters each. This function is set ON/OFF by key operator mode. See p. 9-39 to 9-43.

Odd-Even Original Counter

The odd-even original counter automatically counts originals in 1 S2 mode and Insertion modes. Odd status is adjusted automatically by insertion of an extra sheet. The odd-even original counter is set by key operator mode, see p. 9-39 to 9-43.

Count of Sheet Insertion Originals

When this function is activated and Sheet Insertion mode is selected, the copier automatically counts the number of RADF originals, so that the original count is detected by the copier in advance of starting the job. This function is set ON/OFF by key operator mode. When this function is set OFF, the original count should be entered manually. See p. 9-39 to 9-43.

Machine Information

Key Operator Settings (continued)

Weekly Timer Option

The weekly timer allows the copier to be programmed to turn on and off according to the needs of each work environment. For example, turn main body power Off/On daily or weekly, during lunch time, on holidays, and also enable the timer interrupt mode, which allows temporary use of the machine even when the machine is in the daily, weekly, or holiday Off mode. See p. 9-27 to 9-38.

LCD Panel Contrast

The control panel contrast feature can be adjusted in the Key Operator mode. See p. 9-39 to 9-43.

Machine Information

Service Settings

The following functions can be provided by your Konica Service Representative, who is authorized to change DIP switch settings. Contact your service representative if setting changes are required.

Cascade Mode

ST-217 In-Bin Stapler Sorter and ST-216 Off-Line Stapler Sorter feature the Cascade mode can be activated in usual. Refer to p. 6-5 and for details of the Cascade mode.

OK Key

Service can set the copier to return to the Basic screen automatically without your having to press the OK key after selecting the desired copying condition.

AMS Display - –A–

When the AMS function is in operation, “–A–” will be displayed in the Magnification window of the Basic screen, provided the setting to display “–A–” is activated by Service.

Staple Sheet Limitation

The staple sheet capacity is set to 50 (legal, letter, letter/R) / 30 (ledger) for ST-217 In-Bin Stapler Sorter. Service can change the capacity to 45/20 or 40/20.

Maximum Print Quantity Limitation

The maximum print quantity can be set by Service.

Master Key Code Setting for ECM/Weekly Timer

Master key codes for ECM (8 digits) and for the Weekly timer (4 digits) are to be set by Service.

Auto Copy - Original Size and Off-Timer

Auto Copy can be made to function with originals that are smaller than 5.5"x8.5" through a service setting. When this setting is activated, the machine starts even when no original is placed on the platen glass.

The Auto Copy Off-timer can be set for 10 seconds/ 20 seconds/ 30 seconds by service. Initially, the timer is set to release after 20 seconds of copier inactivity.

Section 4: Paper Information

Positioning Originals on the Platen Glass

Positioning an Original for Manual Copying

Using the Reversing Automatic Document Feeder (RADF)

Positioning Originals

Positioning Mixed Originals

Paper in Main Body/Drawer Base Unit

Paper in Multi-Sheet Bypass

Paper in Automatic Duplex Tray

Paper in Sorter

Paper Weight Compatibility Chart

Paper Information

Positioning Originals on the Platen Glass

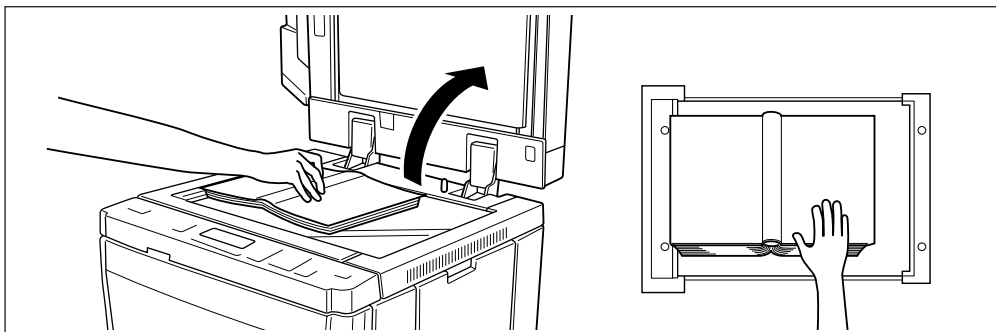
Positioning an Original for Manual Copying

Use the platen glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition. Automatic Paper Selection (APS) operates when copying from the platen glass.

Specifications

- ☐ All capacities are stated for 20 lb bond paper
- ☐ Max. original size: 11"x17" (280mmx432mm), sheet or book
- ☐ Max. book weight/thickness: 15 lb [6.8kg]/1.2" [30mm]
- ☐ Original placement: Face down on center left portion of glass
- ☐ Orientation (portrait-landscape): Same as copy paper

- 1 Raise the document cover, as shown in the illustration below.
- 2 Place original face down along the left measuring guide.
- 3 Gently close and slide-up the document cover, to prevent the original from shifting on the glass.



TIP:

To eliminate black copy marks on edges when copying from a book without selecting Book Copy mode, select Frame Erasure in Application mode. If the book does not completely cover the platen glass, or if the document cover cannot be completely closed, place white paper over exposed glass to reduce toner consumption.

Paper Information

Using the Reversing Automatic Document Feeder (RADF)

Specifications

- ☐ All capacities are stated for 20 lb bond paper
- ☐ Max. RADF tray capacity: 50 sheets
- ☐ Max. original exit tray capacity: 50 sheets
- ☐ Original size range: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5" (280mm x 432mm~140mm x 216mm) [see Note 1]
- ☐ Original placement: Face down; orientation same as copy paper
- ☐ Orientation (portrait-landscape): Same as copy paper feeding direction
- ☐ Original weight: 20 lb~24 lb (no special stock)
- ☐ Curling tolerance/stack height: 10mm or less/20mm or less

ADF MODE 1-1, 1-2

Original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"

Max. feeder capacity: 50 original sheets

RADF MODE 2-2, 2-1

Original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R

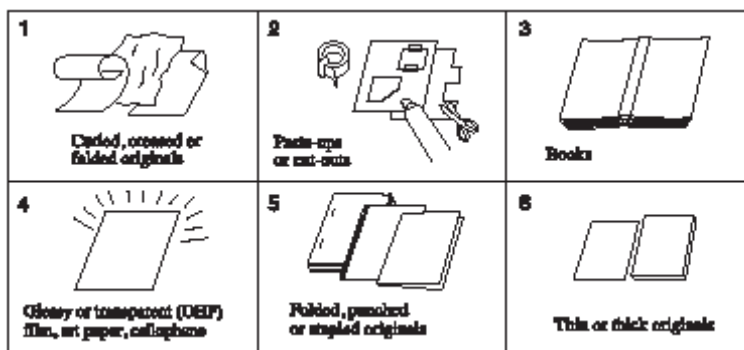
Max. feeder capacity: 50 original sheets

MIXED MODE

Original size: 11"x17" and 8.5"x11" combined; or 8.5"x14" and 8.5"x11"R combined

Mixed feeder capacity: 25 original sheets

Unsuitable RADF Originals



PLEASE NOTE:

- 1 With APS, 5.5"x8.5" originals select 8.5"x11" and non-standard originals select the next larger size.
- 2 Use only paper recommended by Konica Business Machines U.S.A., Inc.

Paper Information

Using the Reversing Automatic Document Feeder (RADF) (continued)

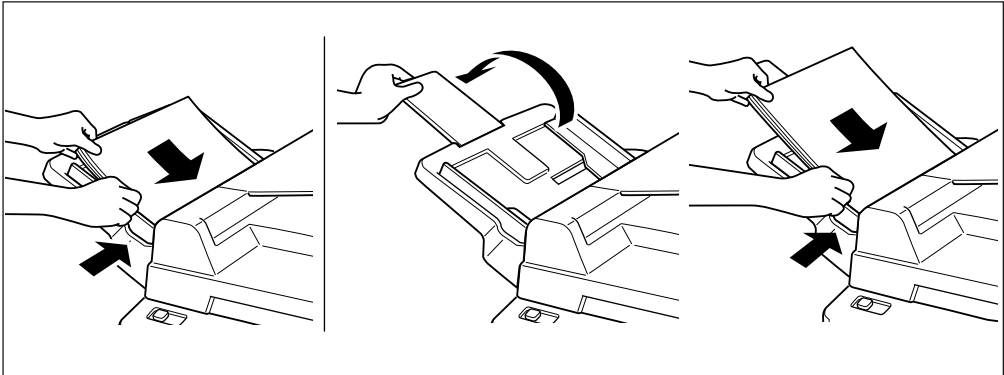
Positioning Originals

The document feeder (RADF) automatically feeds up to 50 originals directly to the platen glass, starting with the top sheet. The RADF should only be used for unstapled, unfolded, smooth, flat originals.

- ☐ Original size detection requires accurate paper guide adjustment
- ☐ APS detects size 11"x17", 8.5"x14", 8.5"x11" and 8.5"x11"R
- ☐ Size weight, capacity are specified for all copy modes on p. 4-3

Before placing originals in the tray, be sure the document feeder is closed fully.

- 1 Position original(s) face down on the document feeder tray.
 - Place two-sided originals with page one face down.
 - If necessary, open the tray extension to support large originals.
- 2 Adjust paper guides.



Paper Information

Using the Reversing Automatic Document Feeder (RADF) (continued)

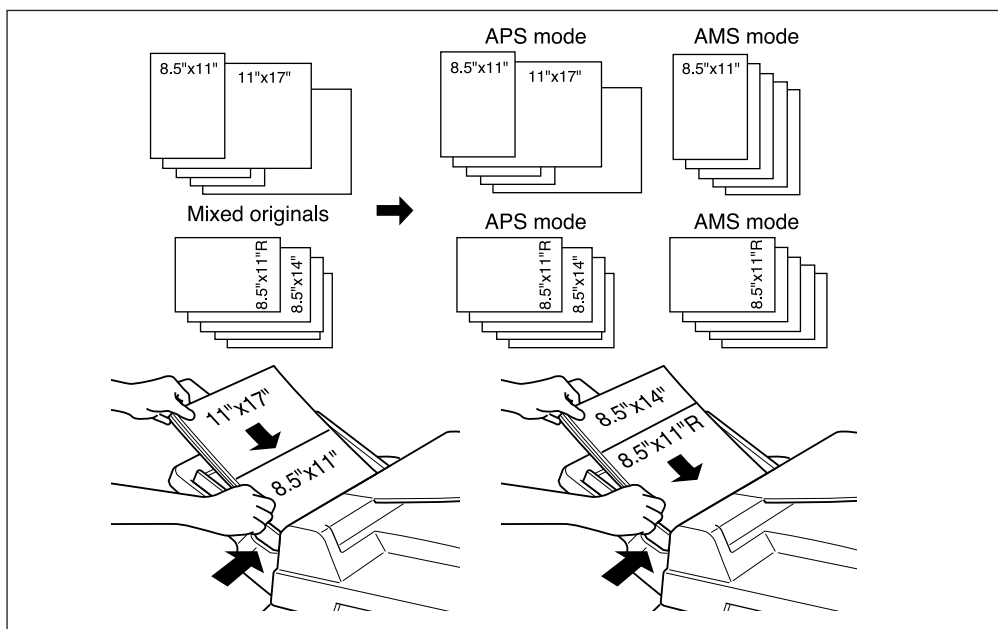
Positioning Mixed Originals

Use the mixed original mode with the RADF to copy mixed-size originals from the document feeder. APS and AMS function in this mode. In APS mode copy paper will match original size, if available. Otherwise, an appropriate available size will be selected for 1:1 mode.

- ☐ Mixed original combinations: Ledger 11"x17" & Letter 8.5"x11"
Legal 8.5"x14" & 8.5"x11"R
- ☐ RADF capacity: Max. 50 sheets
- ☐ Print quantity: Max. 999 sheets
- ☐ Incompatible: Using platen glass, Sheet/Cover Insertion, OHP Interleave, Book Copy, 2 in 1 Format

Before using the Mixed Original mode, be sure the document feeder is closed completely.

- 1 Arrange originals in order, and place them as described below:
Place 11"x17"/8.5"x14" originals face down or side 1 down in the document feeder, in landscape orientation, i.e., with short edge feeding.
Position 8.5"x11" size in portrait orientation, i.e., with long edge feeding.
- 2 Open the document feeder tray extension to support ledger size.
- 3 Insert originals into the document feeder, while adjusting the paper guides.



Paper Information

Paper in Main Body/ Drawer Base Unit

Paper Weight/ Orientation: 16~24 lb/ orientation same as original

Total Paper Capacity: 3240

Main body (with Plain Stand); 1,100 sheets, including 100-sheet Multi-Sheet Bypass

Main body with DB-206A; 1,600 sheets, including 100-sheet Multi-Sheet Bypass

Main body with DB-206B; 2,600 sheets, including 100-sheet Multi-Sheet Bypass

Main body with DB-606; 3,100 sheets, including 100-sheet Multi-Sheet Bypass

Tray 1: 500 sheets 20lb/ fixed to 11"x17", 8.5"x14", 8.5"x11"/R, 5.5"x8.5", A4, or A4R (service adjustable)

Tray 2: 500 sheets 20lb/ user-adjustable to any standard size from 11"x17"~5.5"x8.5": orientation same as original

Tray 3 (DB-206A/206B): 500 sheets 20lb/ fixed to 11"x17", 8.5"x14", 8.5"x11"/R, or 5.5"x8.5" (service adjustable)

Tray 3 (DB-606): 500 sheets 20lb/ fixed to 11"x17", 8.5"x14", 8.5"x11"/R, or 5.5"x8.5" (service adjustable)

Tray 4 (DB-206B): 500 sheets 20lb/ fixed to 11"x17", 8.5"x14", 8.5"x11"/R, or 5.5"x8.5" (service adjustable)

Tray 4 (DB-606): 1,500 sheets 20lb/ fixed to 8.5"x11" or 8.5"x11"R (service adjustable)

Tray 5 (DB-206B): 500 sheets 20lb/ fixed to 11"x17", 8.5"x14", 8.5"x11"/R, or 5.5"x8.5" (service adjustable)

Total Paper Capacity: 3340

Main body (with Plain Stand); 600 sheets, including 100-sheet Multi-Sheet Bypass

Main body with DB-206A; 1,100 sheets, including 100-sheet Multi-Sheet Bypass

Main body with DB-206B; 2,600 sheets, including 100-sheet Multi-Sheet Bypass

Main body with DB-606; 2,600 sheets, including 100-sheet Multi-Sheet Bypass

Tray 1: 500 sheets 20lb/ user-adjustable to any standard size from 11"x17"~5.5"x8.5": orientation same as original

Tray 2 (DB-206A): 500 sheets 20lb/ fixed to 11"x17", 8.5"x14", 8.5"x11"/R, or 5.5"x8.5" (service adjustable)

Tray 3 (DB-206B/606): 500 sheets 20lb/ fixed to 11"x17", 8.5"x14", 8.5"x11"/R, or 5.5"x8.5" (service adjustable)

Tray 3 (DB-606): 1,500 sheets 20lb/ fixed to 8.5"x11" or 8.5"x11"R (service adjustable)

Tray 4 (DB-206B): 500 sheets 20lb/ fixed to 11"x17", 8.5"x14", 8.5"x11"/R, or 5.5"x8.5" (service adjustable)

Paper in Multi-Sheet Bypass

Paper Size/ Orientation: Adjustable from 11"x17"~5.5"x8.5"; orientation same as original

Paper Weight: 16~32 lb; Special (OHP transparencies, labels, hole punch, rag content)

Multi-Sheet Bypass Capacity: 100 20 lb-sheets stacked: single feed special stock

Paper in Automatic Duplex Tray

Paper Size: 11"x17", 8.5"x14", 8.5"x11"/R, A4, or A4R

Paper Orientation: Orientation same as original

Paper Weight: 16~24 lb

Duplex Tray Capacity: 50 sheets 20 lb

30 sheets (11"x17")

PLEASE NOTE: Reliability and copy quality are not guaranteed for all Special papers. Use only paper that is recommended by Konica.

Paper Information

Paper in Sorter

ST-216 Off-Line Stapler Sorter accepts Ledger 11"x17", Legal 8.5"x14", Letter/R 8.5"x11"/R and 5.5"x8.5" paper sizes.

ST-217 In-Bin Stapler Sorter accepts Ledger 11"x17", Legal 8.5"x14" and Letter/R 8.5"x11"/R (5.5"x8.5" in Non-sort, Sort or Group mode)

ST-216 Off-Line Stapler Sorter (capacities at 20lb, unless otherwise indicated)

Sort mode max. bin capacity: 50 Letter/Ledger/Legal/8.5"x11"R/5.5"x8.5"

Group mode max. bin capacity: 30 Letter/Ledger/Legal/8.5"x11"R/5.5"x8.5"

Non-sort mode max. top bin capacity: 100 Letter/Ledger/Legal/8.5"x11"R/5.5"x8.5"

Cascade mode overall bin capacity: 100 sheets in Top bin + (19 bins x 30 sheets) = 670 sheets

Stapling mode max. sheet capacity: 25 sheets (same size as sort mode)

Paper weight: 16~24lb

ST-217 In-Bin Stapler Sorter (capacities at 20lb, unless otherwise indicated)

Sort mode max. bin capacity: 50 Letter/Legal/8.5"x11"R/5.5"x8.5"; 30 Ledger

Group mode max. bin capacity: 30 Letter/Ledger/Legal/8.5"x11"R/5.5"x8.5"

Non-sort mode max. top bin capacity: 100 Letter/Ledger/Legal/8.5"x11"R/5.5"x8.5"

Cascade mode overall bin capacity: 100 sheets in Top bin + (20 bins x 30 sheets) = 700 sheets

Stapling mode max. sheet capacity: 50 Letter/Legal/8.5"x11"R; 30 Ledger

Paper weight: 16~32lb; 16~24lb in staple sort mode

Paper Weight Compatibility Chart

RADF	Document Feeder 20 ~ 24 lb
Main Body/ Large Capacity Trays	All Trays 16 ~ 24 lb
Multi-Sheet Bypass	16 ~ 32 lb
ADU	Stacker Tray 20 ~ 24 lb
ST-216 Off-Line Stapler Sorter	All Bins 16 ~ 24 lb
ST-217 In-Bin Stapler Sorter	All Bins 16 ~ 32 lb

PLEASE NOTE: Reliability and copy quantity are not guaranteed for all Special papers. Use only paper that is recommended by Konica.

Section 5: Basic Operations

Basic Screen

Copy Mode

1-1, 1-2, 2-2, 2-1

1s2 Mode Odd-Even Original Counter On

Copy Density

Automatic Exposure Selection (AES)

Manual Mode (Lighter, Normal, Darker)

Lens Mode

Automatic Magnification Selection (AMS)

Special Ratio Table

Selecting a Special Ratio for Non-Standard Paper

Preset and User Set Ratios

Zoom Mode

Copy Size

Auto Copy

Interrupt Mode

Check Mode

Entering a User Password

Basic Operations

Basic Screen

The Basic screen displays after warm-up, when the power is turned on; when Auto Power Saver mode is activated; when ECM password is set; or when Auto Reset mode is manually or automatically restored. All copying selections can be initiated from the Basic screen, whether selected with four Function keys, or conventional keys, i.e., Application, Output, and Job Memory.

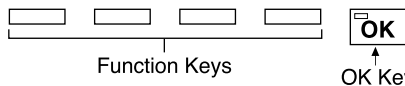
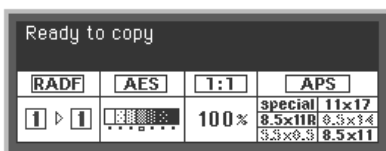
When the Electronic Copy Monitor (ECM) is activated, a valid 5-digit user password, assigned by the Key Operator, must be entered before copying can be performed. See p. 5-17.

If a Key Counter is required, the message PLEASE INSERT KEY COUNTER is displayed. Insert a Key Counter.

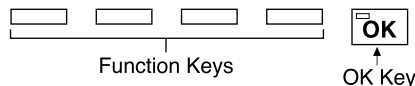
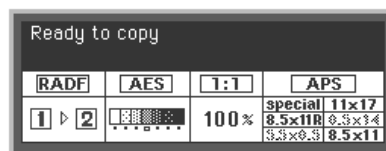
All of the settings in the Basic screen, except Print Quantity, can be changed by the key operator in the Initial Settings menu.

The Basic Screen

Konica 3240



Konica 3340



Message and
Copier Status
Setting Options

- 1 Position original document in the document feeder or on the platen glass.
The Basic screen displays when any key is pressed.
- 2 Press [START PRINT] to copy in the Full-auto mode.
The Function keys interact with the setting options of the Basic screen. The [OK] key completes the selection made by the Function keys. Make copying selections, as required, then press [START PRINT].
The following pages describe how to select basic functions.
Section 8 describes how to select Application functions.

NOTE: If the Basic screen displays ADJUSTMENT MODE in the message area, this means that the machine was left in the service adjustment mode by a technician. If this occurs, please contact the technician to turn Off the mode; otherwise copying may be adversely affected.

Basic Operations

The Basic Screen (continued)

Copy Mode

1-1, 1-2, 2-2, 2-1

The [F1 (RADF)] is used to display the Copy mode screen, from which all copy modes can be selected: 1-1, 1-2, 2-1, 2-2.

Copy Mode Specifications:

Incompatible functions

1-1: None

1-2: Multi-sheet bypass; Auto Copy; OHP Interleave; Book Copy; Thin/Thick Paper

2-1: Auto Copy; Book Copy

2-2: Multi-sheet bypass; Auto Copy; OHP Interleave; Book Copy; Thin/Thick Paper

RADF capacity

1-1, 1-2, 2-2, 2-1: 50 sheets

(copying can be resumed after removing paper from bins)

ADF/RADF original size requirements

1-1, 1-2, 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"

2-2, 2-1, 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R

Copy paper weight requirements

16 lb ~ 24 lb (Max. range 16 lb ~ 32 lb)

Copy paper size requirements

1-1: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"

1-2, 2-1, and 2-2: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R

Sort mode paper size using ST-216 Off-Line Stapler Sorter or ST-217 In-Bin Stapler Sorter

11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"

Staple mode paper size

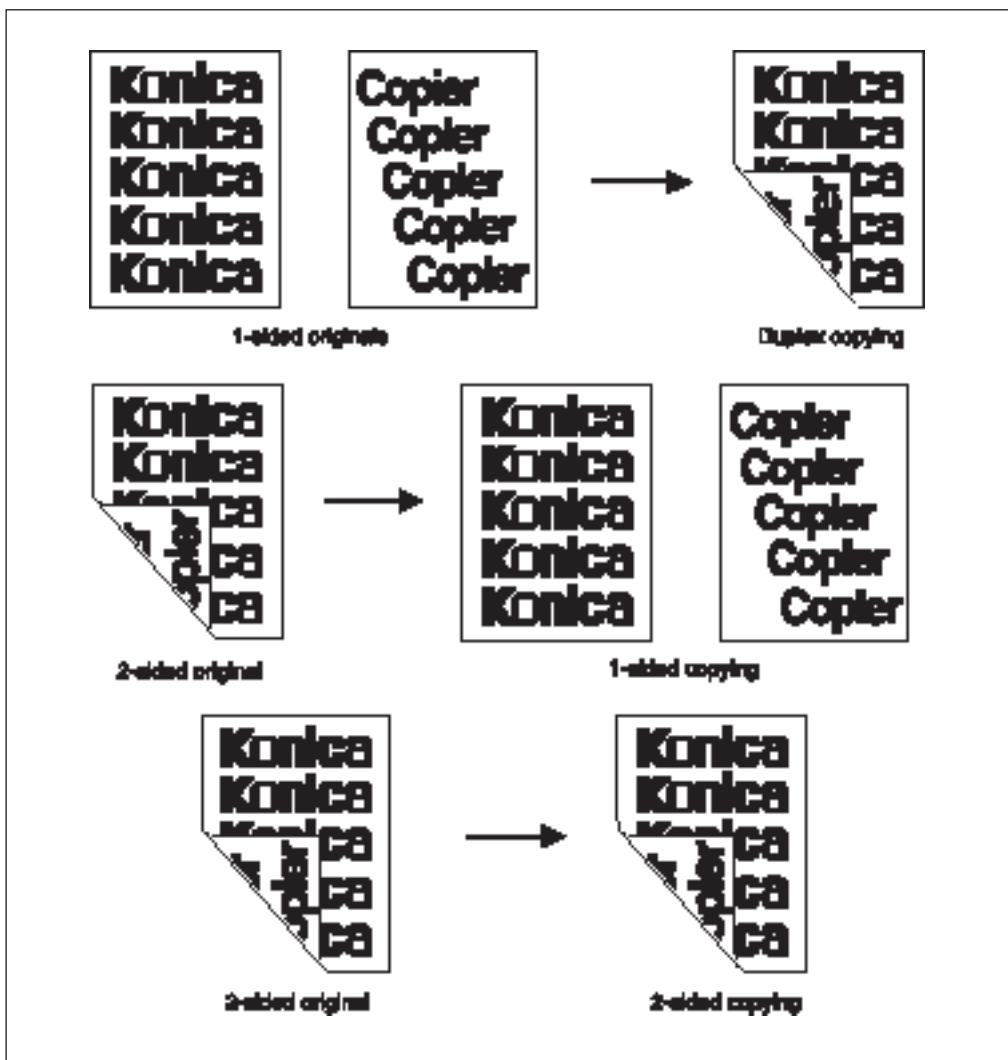
11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R

Basic Operations

The Basic Screen (continued)

Copy Mode (continued)

The following illustrations show examples of 1-2, 2-1 and 2-2 copy modes.



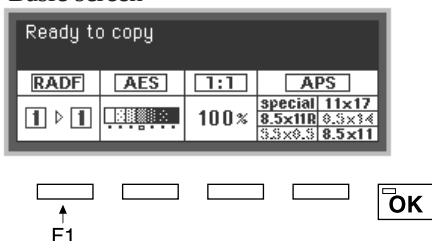
Basic Operations

The Basic Screen (continued)

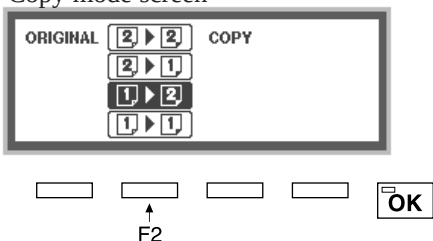
Copy Mode (continued)

Before selecting Copy Mode shown on the screen below, read specifications on the previous page, and see Section 4 for information on positioning originals.

Basic screen



Copy mode screen



- 1 Position original(s) face down in the document feeder or on the platen glass.
If 1-2 mode is required, count originals before placing in document feeder, as you will be prompted to input the amount later.
If the Odd/Even original counter is set to on by the key operator, see procedure on the next page.
- 2 Press [F1 (RADF)] to display the Copy mode screen.
Available key: [OK]
- 3 Press [F2] to select desired mode: 1-1, 1-2, 2-1, or 2-2.
A copy mode key will appear dimmed if it is incompatible with other selections made.
- 4 Press [OK] to complete the setting and return to the Basic screen.
- 5 When all settings are acceptable, press [START PRINT].
To cancel the mode after returning to the Basic screen, select Copy mode screen again, press the [F2] for the desired Copy Mode, then press [OK].

NOTES:

- 1 In 1-1, 2-1, 2-2 modes, when the number of originals and print quantity causes the sorter bins to fill up before the copy run is completed, a message will prompt you to remove the paper from the bins; and to press start to resume copying.
- 2 Service can set the copier to return to the Basic screen automatically without the need to press [OK] after selecting desired copying condition.

Basic Operations

The Basic Screen (continued)

Copy Mode (continued)

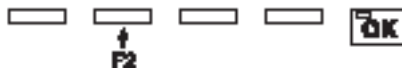
1S2 Mode Odd-Even Original Counter On

The odd-even original counter is a key operator setting function that automatically counts originals, and inserts a blank copy sheet if the original count is odd.

Basic screen



Copy mode screen



- 1 Position original(s) face down on the document feeder.
- 2 Press [F1 (RADF)] to display the Copy mode screen.
- 3 Press [F2] to select 1-2 mode.
- 4 Press [OK] to complete the setting and return to the Basic screen.
- 5 When all settings are acceptable, press [START PRINT].
- 6 Press [P] to activate the counting cycle. Originals will exit after they are counted.
- 7 Reload originals on document feeder at the prompt. The counting result will be displayed.
- 8 If the count is even, press [START PRINT].
If the count is odd, press [AUTO RESET].
Copying will begin.
A blank sheet will be inserted only for odd originals, automatically.

Basic Operations

The Basic Screen (continued)

Copy Density

Automatic Exposure Selection (AES)

AES operates in the full-auto mode by detecting the density of the original image and automatically selecting the appropriate exposure for the copy.

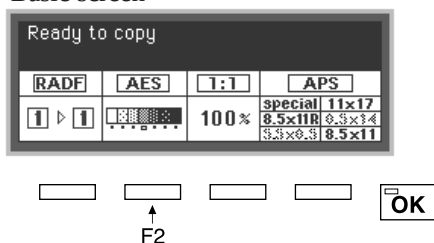
When manual density is selected, press [AUTO RESET] to reset to AES mode.

Manual Mode (Lighter, Normal, Darker)

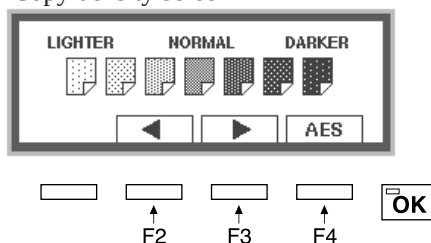
Select manual copy density to adjust exposure (density) when originals are too light or too dark.

Manual adjustments can be made in 7 levels.

Basic screen



Copy density screen



- 1 Press [F2 (AES)] to display the Copy density screen.
- 2 Press [F2 (t)] or [F3 (s)] to select the desired exposure level, from lighter, to normal, to darker.
Or, press [F4 (AES)] to select AES.
- 3 Press [OK].

Basic Operations

The Basic Screen (continued)

Lens Mode

Automatic Magnification Selection (AMS)

AMS functions in the full-auto mode when Copy Size is selected manually.

☐ Incompatible: APS, Change Magnification, Reduce & Shift

An appropriate reduction or enlargement ratio will be automatically applied to the image for the selected copy size. AMS automatically calculates and selects the correct ratio.

AMS ratios are shown in the table below.

		ORIGINAL SIZE			
		11"x17"	8.5"x14"	8.5"x11"	8.5"x11"R
PAPER SIZE	11"x17"	1.00	1.21	1.00	1.29
	8.5"x14"	0.77	1.00	0.77	1.00
	8.5"x11"	0.50	0.61*	1.00	0.77
	8.5"x11"R	0.65	0.79*	0.77	1.00
	5.5"x8.5" [see Note 1]	0.50	0.61*	0.50	0.65

*: not a fixed ratio

PLEASE NOTE:

- 1 To copy 5.5"x8.5" originals to size 5.5"x8.5", select 5.5"x8.5" COPY SIZE, then select 1.00 magnification.
- 2 To determine ratio when copying non-standard originals, see p. 5-9.

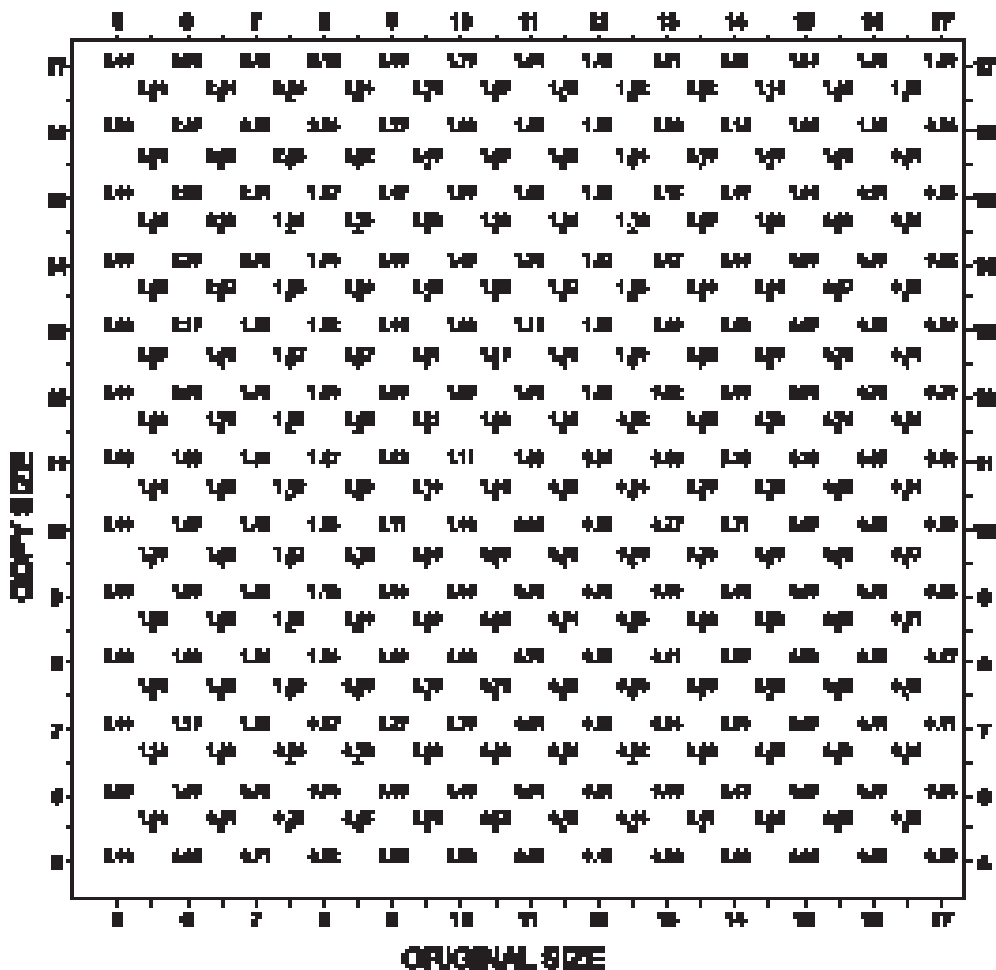
Basic Operations

The Basic Screen (continued)

Lens Mode (continued)

Special Ratio Table

- 1 Locate original width on the horizontal axis. Locate copy width on the vertical axis.
- 2 Locate original length on the horizontal axis. Locate copy length on the vertical axis.
- 3 Enter the appropriate ratio, using Preset or Zoom mode. (Use smaller ratio for reduction, larger ratio for enlargement, keeping within the available 0.50~2.00 magnification range.)



Basic Operations

The Basic Screen (continued)

Lens Mode (continued)

Selecting a Special Ratio for Non-Standard Paper

To determine reduction or enlargement ratios when using non-standard paper sizes, refer to the Special Ratio Table on the previous page, and follow the procedure below.

- 1 First, determine the correct ratio, as follows:

Original-Copy Width

Locate the original width on the horizontal axis.

Then, locate the copy width on the vertical axis.

Find the ratio on the table where these two values meet.

Original-Copy Length

Locate the original length on the horizontal axis.

Then, locate the copy length on the vertical axis.

Find the ratio on the table where these two values meet.

Determining an Appropriate Ratio

Use the smaller ratio for reduction, or use the larger ratio for enlargement.

- 2 Press [F3 (1:1)] to enter the Magnification selection screen.
- 3 Press [F1 (ZOOM)] to display the Zoom screen.
- 4 Use the keypad to enter the desired reduction or enlargement ratio, in 3 digits; or, press [F3 (▼)] and [F4 (▲)] to scroll to the desired ratio.
- 5 When the desired ratio is displayed, press [OK] to complete the setting and return to the Basic screen.
To cancel the setting, press [AUTO RESET].
- 6 When all other settings are acceptable, press [START PRINT].

Basic Operations

The Basic Screen (continued)

Lens Mode (continued)

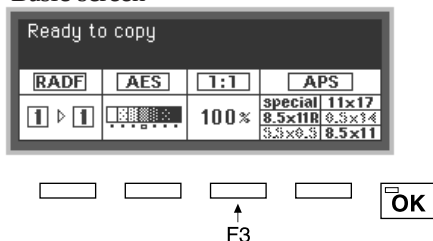
Preset and User Set Ratios

Use the Preset and User Set ratios to increase or decrease magnification in fixed amounts.

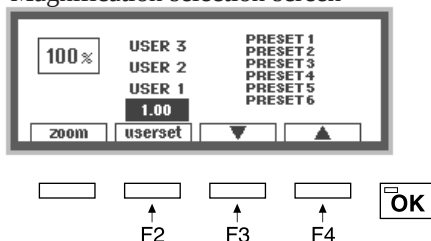
Six Preset ratios are initially set as shown below, and are adjustable in the Key Operator mode, if necessary. In addition, three User Set ratios are adjustable by the key operator. All ratios remain effective until they are replaced.

- ☐ 1:1 mode (no magnification)
- ☐ 6 Preset ratios: 50%, 65%, 77%, 129%, 155% and 200%
- ☐ 3 User set ratios: Programmable by key operator as selected from 50%~200%
- ☐ To copy 5.5"x8.5" originals to 5.5"x8.5" copy paper, select 5.5"x8.5" Copy Size, then select 100% magnification.

Basic screen



Magnification selection screen



- 1 Press [F3 (1:1)] to enter the Magnification selection screen.
- 2 Press [F3 (▼)] and [F4 (▲)] to select PRESET. The selected PRESET will be highlighted and the PRESET ratio will be displayed.
Or, press [F2 (USERSET)] to select USER 1, 2 or 3. The selected USER indicator will be highlighted and the User set ratio will be displayed.
- 3 Press [OK] to complete the setting and return to the Basic screen.
To cancel the setting, press [AUTO RESET].
- 4 When all settings are acceptable, press [START PRINT].

Basic Operations

The Basic Screen (continued)

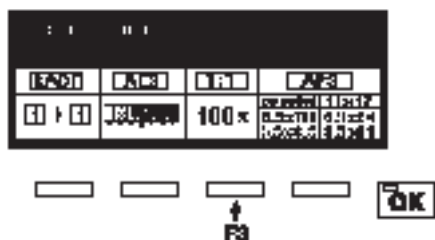
Lens Mode (continued)

Zoom Mode

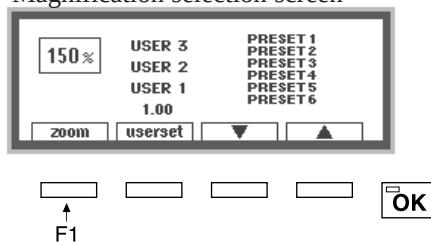
Use the Zoom mode to reduce or enlarge the copied original image in 1% increments.

□ Zoom range: 50%~200%

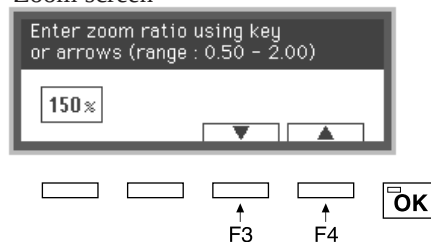
Basic screen



Magnification selection screen



Zoom screen



- 1 Press [F3 (1:1)] to enter the Magnification selection screen.
- 2 Press [F1 (ZOOM)] to enter the Zoom screen.
- 3 Use the keypad to enter a 3-digit zoom ratio; or press [F3 (▼)] and [F4 (▲)] to scroll to the desired ratio. The zoom ratio will be displayed.
- 4 Press [OK] to complete the setting and return to the Basic screen.
To cancel the setting, press [AUTO RESET].
- 5 When all settings are acceptable, press [START PRINT].

Basic Operations

The Basic Screen (continued)

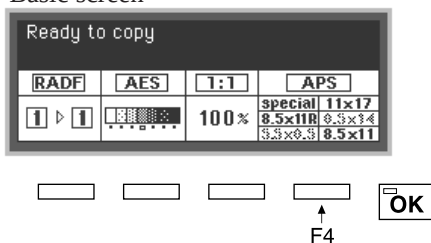
Copy Size

Copy Size is used to display the selection screen where you may reset the APS mode, or select a specific paper tray. When a specific tray is selected, the copy size may require a ratio adjustment. When using the RADF with automatic settings, a ratio will be selected automatically.

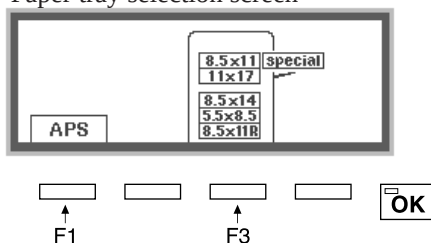
Tray locations correspond to trays 1, 2, 3, 4, 5 shown on p. 3-2.

- ☐ When a selected tray is empty, an out-of-paper icon will flash on the Paper tray selection screen, along with a message to load paper in the empty tray.
- ☐ When a tray is empty, but not selected or in use, the out-of-paper icon will appear, but will not flash in the message area.
- ☐ If a tray size is changed by the service technician, the new paper size will be reflected on the screen, automatically.
- ☐ Incompatible with AMS: APS, Reduce & Shift, Change Magnification.

Basic screen



Paper tray selection screen



- 1 Press [F4 (APS)] to display the Paper tray selection screen.
- 2 Press [F1 (APS)]; or press [F3] to select a specific paper tray.
- 3 When the desired selection is highlighted, press [OK] to return to the Basic screen.
To cancel the setting, press [OK].
- 4 When all settings are acceptable, press [START PRINT] from the Basic screen.

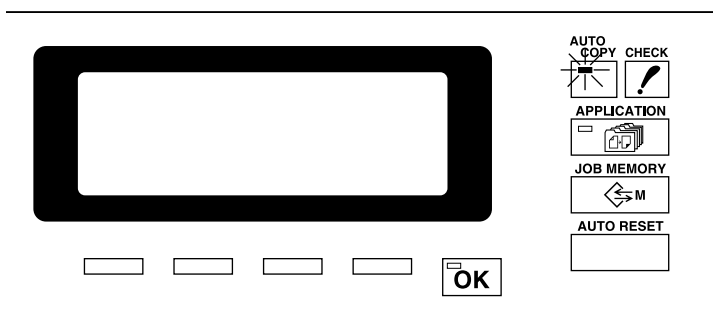
Basic Operations

Auto Copy

Use Auto Copy to automatically start the copying operation as soon as the document cover is closed down over the platen original. With this feature, there is no need to press [START PRINT] key.

Auto Copy automatically activates 20 seconds after the last copying operation.

- ☐ Auto Copy Off-timer: 20 seconds
- ☐ Incompatible: RADF, 2-2, 2-1, Book Copy, Sheet/Cover Insertion, 2 in 1 Format, Mixed Original



- 1 Press [AUTO COPY].
- 2 Make all settings, and press [OK] to return to the Basic screen.
- 3 Use keypad to enter print quantity.
- 4 Open the document feeder, and place original face down on the platen glass.
- 5 Close the document feeder to start copying.

NOTES

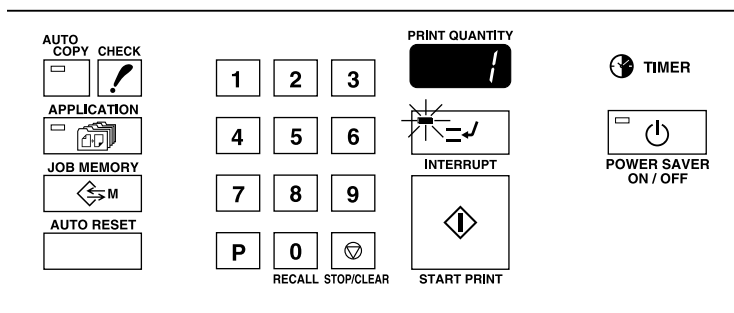
1. Auto Copy functions only when an original is placed on the platen glass.
2. Auto Copy does not function when an original smaller than 5.5"x8.5" is placed on the platen glass.
3. Auto Copy can be set by service to function for originals smaller than 5.5"x8.5". In that case, Auto Copy functions even when no original is placed on the platen glass.
4. The Auto Copy Off-timer can be set for 10 seconds/ 20 seconds/ 30 seconds by service.

Basic Operations

Interrupt Mode

Use the Interrupt mode to interrupt a copy job in progress to perform a simple job from the platen glass. When Interrupt copying is completed, the settings for the initial job restore automatically and the Basic screen displays. The original copy job can be resumed by pressing [START PRINT] key.

- ☐ Compatible: Magnification 1.00, APS, AMS, AES, Copy Density, Lens Mode, Copy size
- ☐ Incompatible: RADF, 1-2, 2-2, 2-1, Sorter, ADU, Book Copy, Mixed Original, OHP Interleaving, Sheet/Cover Insertion, 2 in 1 Format, Job Memory



- 1 Press [INTERRUPT]. Any document remaining inside the RADF will exit automatically. Other documents left on the RADF tray do not need to be removed. If required, remove any document from the platen glass.
- 2 Place the original on the platen glass and close the document feeder.
- 3 Select copying features (Copy Density, Lens Mode, Paper Size), if desired.
- 4 Press [START PRINT].
- 5 When Interrupt copying is completed, remove original from the platen glass. If the initial job was from the platen glass, replace the initial original. Close cover.
- 6 Press [START PRINT] to resume the initial copy job. In interrupt mode, pressing Interrupt again cancels the mode.

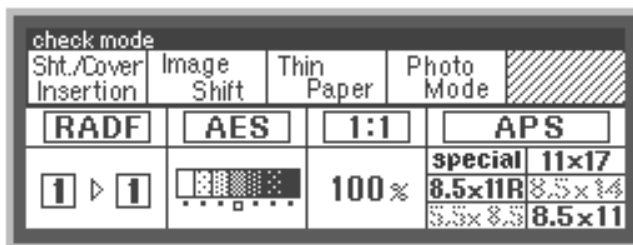
NOTE: When [CHECK] is pressed during Interrupt Copying, the information displayed reflects the initial copy job settings. Check mode will not display Interrupt copy job information.

Basic Operations

Check Mode

Use Check mode to confirm copying selections before pressing [START PRINT] key.

- ❑ All settings made can be viewed in the Check mode screen.



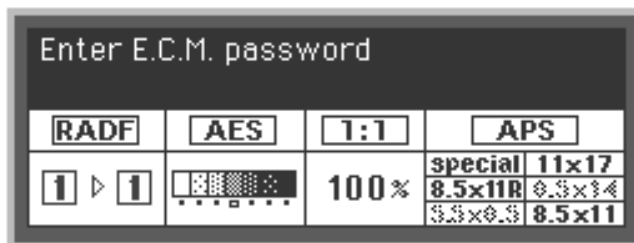
- 1 Press [CHECK] to display the current settings.
- 2 Verify the settings made for the current job.
- 3 Press [OK] or [CHECK] to exit from the Check mode and return to the Basic screen.
If settings are OK, press [START PRINT] to start copying.
- 4 Otherwise, adjust settings, press [OK]; then press [START PRINT] when the Basic screen is displayed.

NOTE: When [CHECK] is pressed in Interrupt mode, the original copy job settings will display, not the interrupt copy job settings.

Basic Operations

Entering a User Password

A user password is required only when the Electronic Copy Monitor (ECM) feature is activated; a User Password is assigned; and “Enter E.C.M. password” is displayed on the screen.



- 1 Enter your 5-digit password, using the keypad.
If the password is invalid, the copier will reset to the initial mode.
In that case, enter the correct password; or contact the key operator.
- 2 Press [START PRINT].
The current Copy Count will be displayed for a few seconds.
If your Copy Limit is reached or exceeded, “Copy limit reached” will be displayed.
In that case, contact the key operator to reset your copy limit.
- 3 Make copying selections, and enter print quantity, as required.
- 4 When all settings are acceptable, press [START PRINT].

Section 6: Output Modes

Sorter Specifications

Non-Sort Mode

Cascade Mode

Sort Mode

Group Mode

ST-217 In-Bin Stapler Sorter: Staple Sort Mode

ST-217 In-Bin Stapler Sorter: Manual Staple Sort In-Bin

ST-217 In-Bin Stapler Sorter: Manual Staple in the Top Bin

ST-216 Off-Line Stapler

Output Modes

Sorter Specifications

Use only paper that is recommended by Konica and stored under the environmental conditions stated for copy quality. Special stock is not guaranteed for reliability or copy quality. Multi-Sheet Bypass, Interrupt, OHP Interleave, and Mixed Size Original w/Stapling are incompatible with sorter use.

SORTER TYPES

- ☐ ST-216 20-Bin Sorter with off-line stapling option; fixed-bin type
- ☐ ST-217 20-Bin Sorter with in-bin stapling; moving-bin type

	SORT MODE	STAPLE SHEET CAPACITY	GROUP MODE	TOP BIN NON-SORT
ST-217	16lb~32lb Bond ledger, legal, letter, letterR, 5.5"x8.5" 50 sheets/30 ledger	16lb~24lb Bond ledger, legal, letter, letterR 50 sheets/30 ledger	16lb~32lb Bond ledger, legal, letter, letterR, 5.5"x8.5" 30 sheets	16lb~32lb Bond ledger, legal, letter, letterR, 5.5"x8.5" 100 sheets Cascade: 700 sheets [100 + (30x20 bins)]
ST-216	16lb~24lb Bond ledger, legal, letter, letterR, 5.5"x8.5" 50 sheets	16lb~24lb Bond 25 sheets	16lb~24lb Bond ledger, legal, letter, letterR, 5.5"x8.5" 30 sheets	16lb~24lb Bond ledger, legal, letter, letterR, 5.5"x8.5" 100 sheets Cascade: 670 sheets [100 + (30x19 bins)]

NOTE: Capacities are stated for 20lb.

Output Modes

Sorter Specifications (continued)

NON-SORT MODE: Paper size 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, or 5.5"x8.5"

- ☐ Copy paper weight: 16~24 lb; Special stock (32 lb, OHP, labels, hole punch, rag content)
- ☐ ST-216 top bin capacity for 20 lb: 100 sheets
ST-216 cascade mode overall bin capacity: 100 sheets in top bin + (19 bins x 30 sheets) = 670 sheets
- ☐ ST-217 top bin capacity for 20 lb: 100 sheets
ST-217 cascade mode overall bin capacity: 100 sheets in top bin + (20 bins x 30 sheets) = 700 sheets

SORT MODE: Paper size 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R , or 5.5"x8.5"

- ☐ ST-216 Off-Line Stapler Sorter
Copy paper weight: 16~24 lb
Bin capacity for 20 lb: 50 sheets
Max. originals: 50
Max. print quantity: 20 (if exceeded, 20 will be used)
- ☐ ST-217 In-Bin Stapler Sorter
Copy paper weight: 16~32 lb
Bin capacity for 20 lb: 50 letter, legal, 8.5"x11"R; 30 ledger
Max. originals: 50
Max. print quantity: 20 (if exceeded 20 will be used)

GROUP MODE: Paper size 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, or 5.5"x8.5"

- ☐ ST-216 Off-Line Stapler Sorter
Copy paper weight: 16~24 lb
Bin capacity for 20 lb: 30 sheets
Max. originals: 20
Max. print quantity: 30 (if exceeded, 30 will be used)
- ☐ ST-217 In-Bin Stapler Sorter
Copy paper weight: 16~32 lb
Bin capacity for 20 lb: 30 sheets
Max. originals: 20
Max. print quantity: 30 (if exceeded, 30 will be used)

STAPLING MODE: Paper size 11"x17", 8.5"x14", 8.5"x11", or 8.5"x11"R

- ☐ ST-216 Off-Line Stapler Sorter
25 sheets 20 lb/corner 13±3/5mm (service adjust. to 5mm)/side 10±5mm from edge
- ☐ ST-217 In-Bin Stapler Sorter
50 sheets (letter, legal, 8.5"x11"R) 30 sheets (ledger); 16~24lb
Corner 7±2mm from side edge, 8±2mm from top edge
Max. print quantity: 20 (if exceeded, 20 will be used)

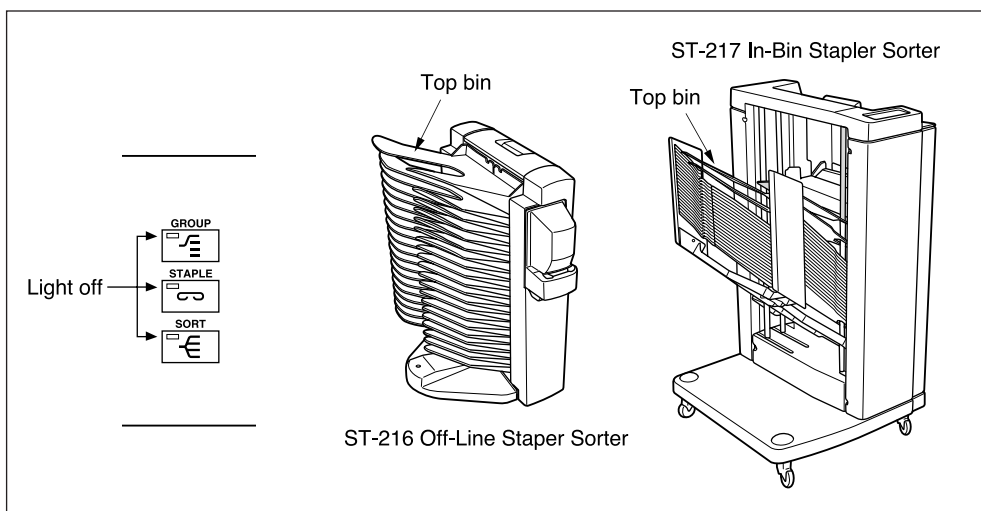
NOTE: For details on paper weight, size, and capacities when using the sorter, please see Section 4.

Output Modes

Non-Sort Mode

Use the Non-sort mode when making a large number of copies of a single original or when using special stock. Copies exit to the top bin of the sorter.

- ☐ Top bin capacity: ST-216 Off-Line Stapler Sorter : max. 100 sheets
ST-217 In-Bin Stapler Sorter : max. 100 sheets
- ☐ Top bin paper weight: 16~24 lb; Special stock (32 lb, OHP, labels, hole punch, rag content)
- ☐ Max. originals in Non-Sort mode: 100 sheets 20 lb bond
- ☐ Bin paper (copy size): 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
- ☐ Incompatible: Sort, Group, Staple



- 1 Place originals, as required.
- 2 Press [SORT]/[GROUP]/[STAPLE] to turn off each indicator light.
- 3 Enter desired print quantity, then press [START PRINT].
Press [AUTO RESET] to clear settings.



CAUTION:

If print quantity exceeds the 100-sheet top bin capacity, remove copies before the limit is reached; otherwise mishandled paper may occur.

Output Modes

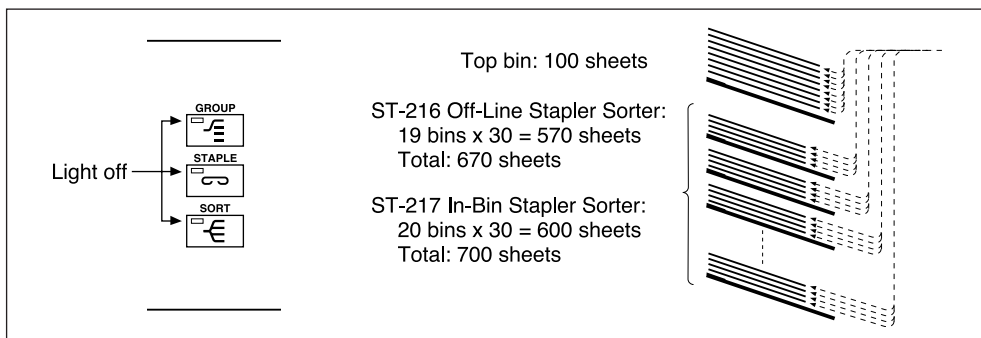
Cascade Mode

Use the Cascade mode to allow continuous delivery of non-sort copies from the top bin to subsequent bins of the sorter. Select the cascade mode when the print quantity amount exceeds the 100-sheet capacity of the top bin.

The Cascade mode allows you to increase the overall bin capacity up to 670/700 sheets, by using the top bin plus some or all of the 19/20 regular bins. Copied sheets exceeding this capacity will be delivered to the 20th bin (the bottom bin). (See Caution statement.)

NOTE: The Cascade mode can be activated by service during setup.

- ☐ Copy paper: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
- ☐ Overall bin capacity:
 - ST-216 Off-Line Stapler Sorter: 100 sheets in Top bin + (19 bins x 30 sheets) = 670 sheets
 - ST-217 In-Bin Stapler Sorter: 100 sheets in Top bin + (20 bins x 30 sheets) = 700 sheets
- ☐ Print quantity: Max. 999 sheets (See Caution statement.) (Sheets over 670/700 require removal from bottom bin)
- ☐ Incompatible: Sort, Group, Interrupt



- 1 Place originals, as required.
- 2 Press [SORT]/[GROUP]/[STAPLE] to turn off each indicator light.
- 3 Enter desired print quantity, then press [START PRINT].
Press [AUTO RESET] to clear settings.

NOTES

- 1 In Cascade mode, interrupt copying can be used, however, the cascade function cannot be used in Interrupt mode.
- 2 For details on paper weights, sizes, and capacities when using the sort mode, please see Section 4.



CAUTION: TOTAL BIN CAPACITY IN CASCADE MODE

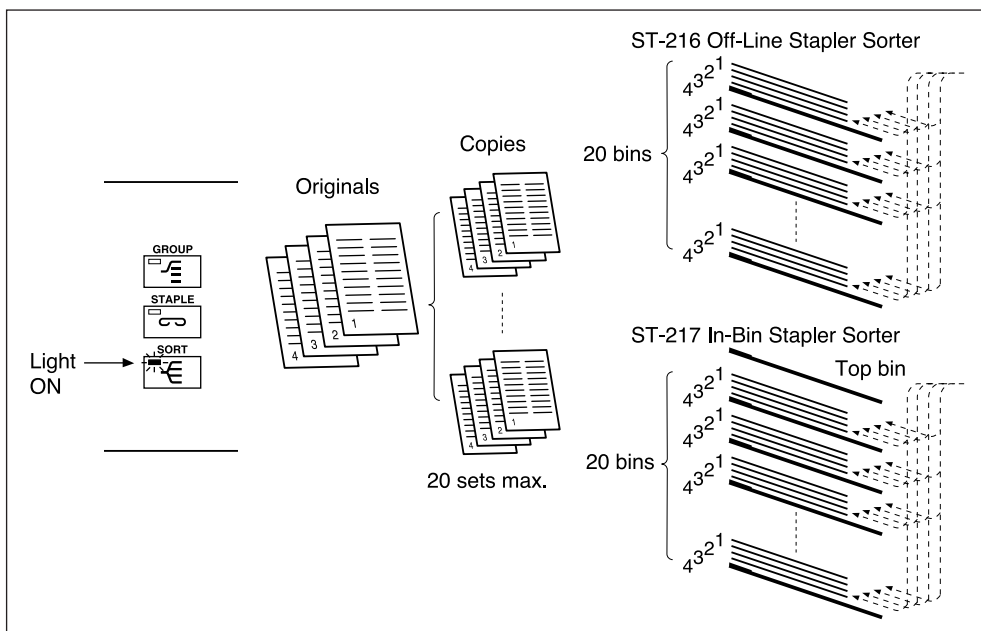
Should you set the print quantity above the max. 670/700-sheet capacity, be sure to remove the copies delivered to the 20th bin before the maximum capacity is reached; otherwise, a paper misfeed may occur.

Output Modes

Sort Mode

Use the Sort mode to sort copies of the original set into bins, one set per bin. Up to 20 bins are available in ST-216/217.

- ☐ Bins: ST-216 Off-Line Stapler Sorter: Top bin + 19 bins = 20 bins
ST-217 In-Bin Stapler Sorter: 20 bins (Top bin is not used in Sort mode)
- ☐ Bin capacity: ST-216 Off-Line Stapler Sorter: max. 50 sheets
ST-217 In-Bin Stapler Sorter: max. 50 sheets (letter, legal, 8.5"x11"R); 30 sheets (ledger)
- ☐ Bin paper weight: ST-216 Off-Line Stapler Sorter: 16~24 lb
ST-217 In-Bin Stapler Sorter: 16~32 lb
- ☐ Max. originals in Sort mode: 50 sheets 20 lb~24 lb
- ☐ 1-1 (50 originals); 1-2 (100 originals); 2-2 (50 originals); 2-1 (25 originals)
- ☐ Bin paper (copy size): ST-216 Off-Line Stapler: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
ST-217 In-Bin Stapler Sorter: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
- ☐ Print quantity: Max. 20 (if exceeded, 20 will be used)
- ☐ Incompatible: Group, OHP Interleave, Thin/Thick Paper



- 1 Place originals, as required.
- 2 Press [SORT] to light the SORT indicator.
- 3 Enter desired print quantity, then press [START PRINT].
Press [AUTO RESET] to clear settings.

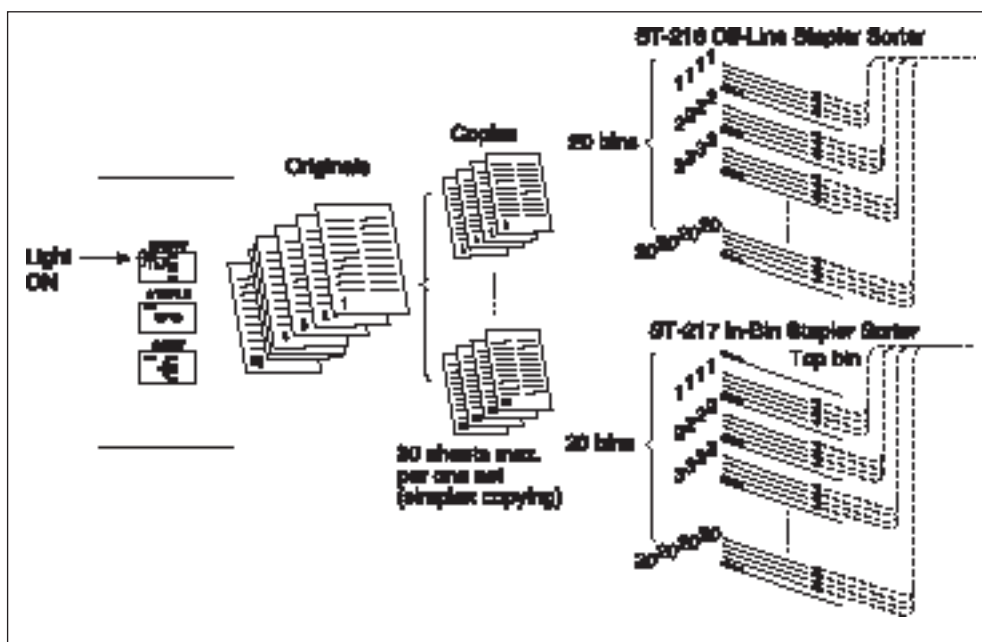
NOTE: For details on paper weights, sizes, and capacities when using the sort mode, please see Section 4.

Output Modes

Group Mode

Use the Group mode to make multiple copies of each original sheet, and group them in each bin.

- ☐ Bins: ST-216 Off-Line Stapler Sorter: Top bin + 19 bins = 20 bins
ST-217 In-Bin Stapler Sorter: 20 bins (Top bin is not used in Group mode)
- ☐ Bin capacity: ST-216 Off-Line Stapler Sorter: max. 30 sheets 20 lb
ST-217 In-Bin Stapler Sorter: max. 30 sheets 20 lb
- ☐ Bin paper weight: ST-216 Off-Line Stapler Sorter: 16~24 lb
ST-217 In-Bin Stapler Sorter: 16~32 lb
- ☐ Originals: Max. 20 sheets 20 lb
- ☐ Bin paper (copy size): ST-216 Off-Line Stapler: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
ST-217 In-Bin Stapler Sorter: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
- ☐ Print quantity: Max. 30 (if exceeded, 30 will be used)
- ☐ Incompatible: Sort, Staple, Sheet/Cover Insertion, OHP Interleave, Thin/Thick Paper



- 1 Place originals, as required.
- 2 Press [GROUP] to light the GROUP indicator.
- 3 Enter desired print quantity, then press [START PRINT].
Press [AUTO RESET] to clear settings.

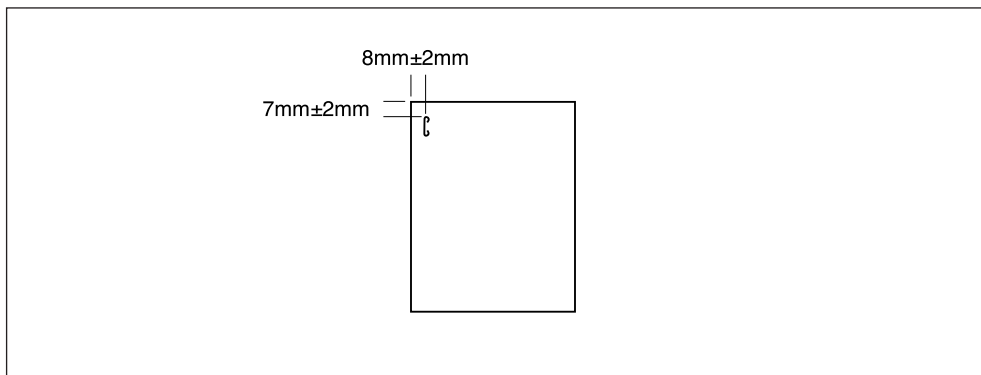
NOTE: For details on paper weights, sizes, and capacities when using the group mode, please see Section 4.

Output Modes

ST-217 In-Bin Stapler Sorter: Staple Sort Mode

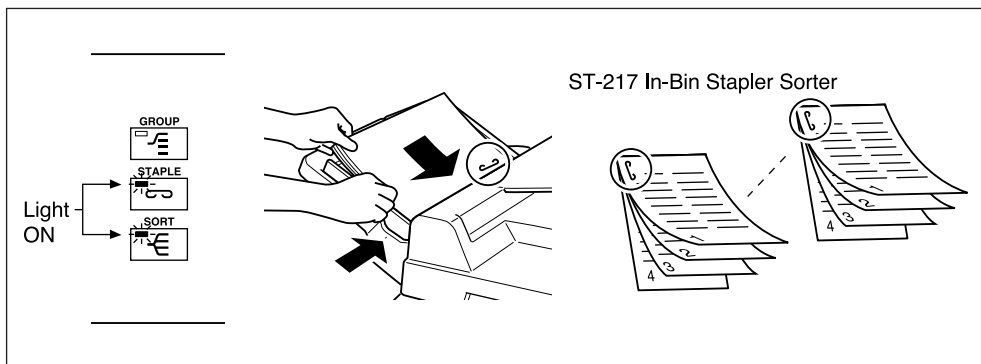
Use the In-Bin Stapler Sorter in Staple Sort mode to automatically staple the copied set in each bin immediately after they are sorted (collated). Each bin holds a copied and collated set of the originals.

- ☐ Bins: 21 (only 20 bins are used in Staple Sort mode)
- ☐ Staple sheet capacity: max. 50 sheets (letter, legal, 8.5"x11"R); 30 sheets (ledger)
- ☐ Bin paper weight: 16 lb~24 lb
- ☐ Bin paper (copy size): 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
- ☐ Originals: Max. 50 sheets 20 lb
- ☐ Staple occurs: 1-1 (50 originals; letter, legal, 8.5"x11"R) (30 originals; ledger)
1-2 (100 originals)
2-2 (50 originals; letter, legal, 8.5"x11"R) (30 originals; ledger)
2-1 (25 originals; letter, legal, 8.5"x11"R) (15 originals; ledger)
- ☐ ST-217 staple position: Corner 7±2mm from side edge, 8±2mm from top-side edge
- ☐ Print quantity: Max. 20 (if exceeded, 20 will be used)
- ☐ Incompatible: Group, OHP Interleave, Book Copy, Thin/Thick Paper, 2 in 1 Format, 5.5"x8.5", Platen Glass



Output Modes

ST-217 In-Bin Stapler Sorter: Staple Sort Mode (continued)



- 1 Place originals, as required.
- 2 Press [STAPLE] to light the STAPLE and SORT indicators.
- 3 Enter desired print quantity, then press [START PRINT].
Press [AUTO RESET] to clear settings.

NOTES:

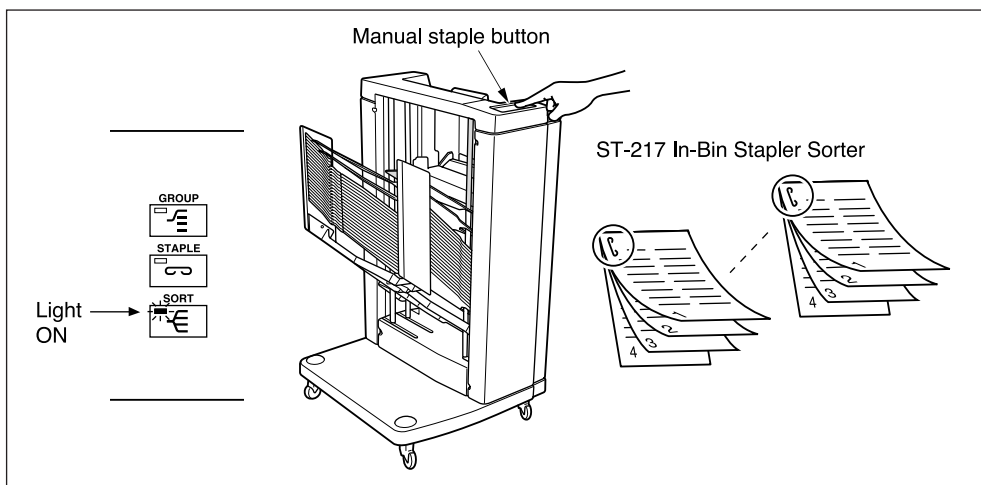
- 1 For details on paper weights, sizes, and capacities when using the Staple sort mode, please see Section 4.
- 2 Copies will be stapled when bins are full even if copying is not completed; a message will first prompt you to remove paper from the bins, and then you will be prompted to press [START PRINT] to resume copying.

Output Modes

ST-217 In-Bin Stapler Sorter: Manual Staple Sort In-Bin

Use the Manual Staple button to manually staple in the bin(s). This feature is convenient when stapling is desired after copying is already underway in the Sort mode. The Manual Staple button is located on the top surface of the sorter.

- ☐ Bins: 21 (only 20 bins are used in Manual Staple Sort mode)
- ☐ Staple sheet capacity: Max. 50 sheets 20 lb letter, legal, 8.5"x11"R; 30 sheets ledger
- ☐ Bin paper weight: 16~24 lb
- ☐ Originals: Max. 50 sheets 20 lb~24 lb
- ☐ Bin paper (copy size): 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
- ☐ Print quantity: Max. 20 sets
- ☐ Incompatible: Group, OHP Interleave, Thin/Thick Paper



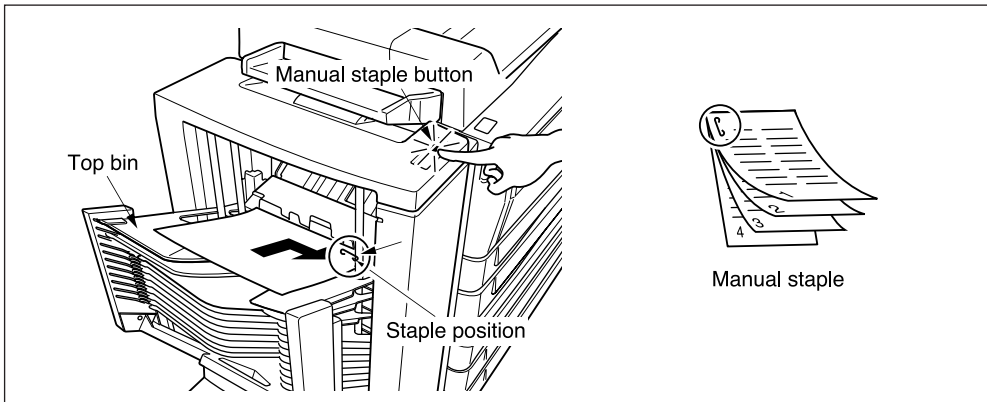
- 1 Place originals, as required.
- 2 Press [SORT] to light the SORT indicators.
- 3 Press [START PRINT]. Copying will begin.
- 4 When copying is completed, press Manual staple button on the Sorter.
In-Bin stapling will be performed.
- 5 Remove stapled copies from bins.
Press [AUTO RESET] to clear settings.

Output Modes

ST-217 In-Bin Stapler Sorter: Manual Staple in the Top Bin

Use the Manual Staple button to manually staple a copied set placed in the top bin or the first bin. The Manual Staple button is located on the top of the sorter. The first bin is the sorter bin directly below the top bin.

❑ Top bin stapling capacity: Max. 50 sheets



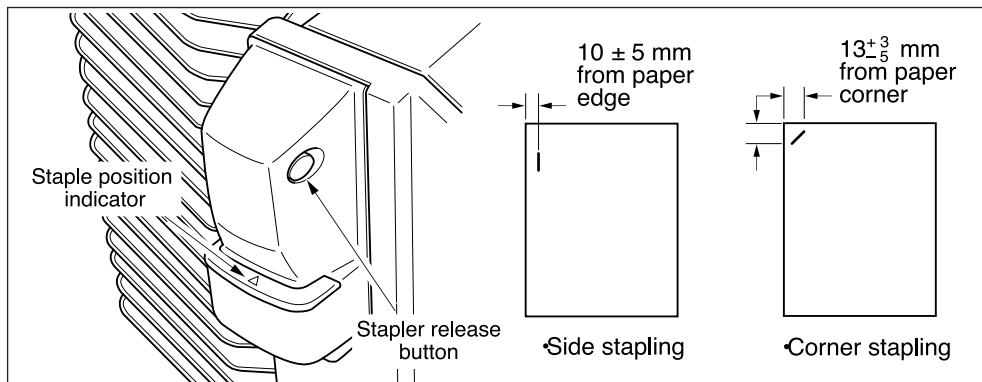
- 1 Evenly align the edges of the sorted set.
- 2 Position the sorted set face up into the top bin so that the corner to be stapled is in the front (forward) right position.
The Manual Staple light will turn green.
- 3 Press the Manual Staple button to staple the set.

Output Modes

ST-216 Off-Line Stapler

Use the Off-Line Stapler option to manually staple a copied set.

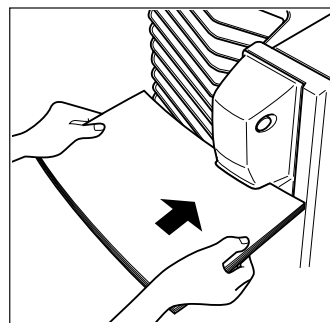
Stapling capacity: max. 25 sheets 20lb



NOTE: When copying and using the sorter, the $\triangle$ mark of the Off-Line Stapler becomes red and the stapler cannot be used.

Side Stapling

- 1 Remove copied sets from the sorter bins, and neatly align each set before stapling.
- 2 While holding the set, insert the sheets on the side to be stapled. The copied set will be stapled at the inserted location.

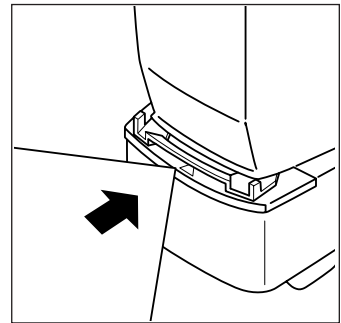
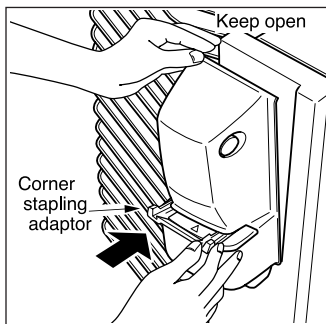
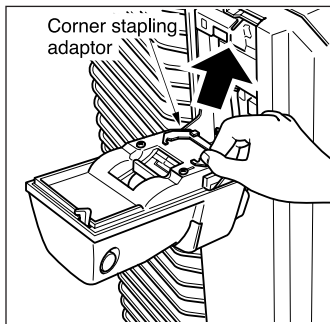


Output Modes

ST-216 Off-Line Stapler (continued)

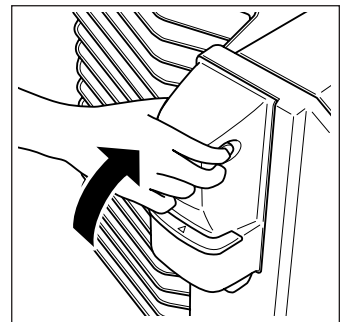
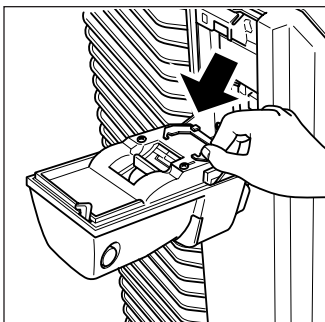
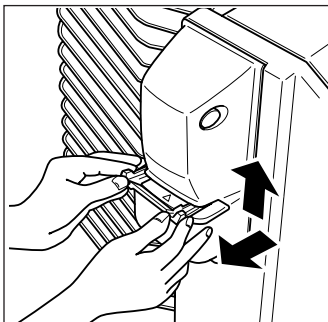
Corner Stapling

- 1 Press the stapler release button to open the stapler unit.
- 2 Remove the corner stapling adaptor device from the location shown.
- 3 Partially close stapler and insert the stapling adaptor into the slot indicated.
NOTE: When inserting the adaptor do not close stapler completely.
- 4 When adaptor is inserted, close stapler.
- 5 Insert upper left corner of paper into stapler. The copied set will be stapled.



Removing Corner Stapler Adaptor

- 1 Hold each side of the Corner Stapling Adaptor, lift slightly, then withdraw.
- 2 Press the stapler release button, and open the stapler unit.
- 3 Return the Corner Stapler Adaptor to its original position, then close the stapler.



Section 7: Job Memory

Job Store

Job Recall

Job Memory Form

Job Memory

Job Store

Use Job Store to store up to 12 frequently-used copying jobs, which can be recalled at any time. The stored jobs can be given alphabetical names with a maximum of 5 characters.

- ☐ All copying functions can be selected
- ☐ Interrupt mode cannot be used while in Job Memory

Job Memory Mode

Job store/recall screen

Recall Job previously stored
or press P to store new job

1 KAREN	2 TOM	3 	1/4 [Hand icon]
------------	----------	-------	--------------------

[] [] [] [] [OK]

↑ F1 ↑ F2 ↑ F3 ↑ F4

Job no. selection screen

Select Job to store

1 KAREN	2 TOM	3 	1/4 [Hand icon]
------------	----------	-------	--------------------

[] [] [] [] [OK]

↑ F1 ↑ F2 ↑ F3 ↑ F4

Job name change confirmation screen

No.06 is stored
Rewrite on ?

[] [] [] [] [CANCEL] [OK]

↑ F1 ↑ F2 ↑ F3 ↑ F4

Job name registration screen

Enter Job name
Less than 5 letters : XXXXX

ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789()-/B\$

[Left] [Right] [SET] [] [OK]

↑ F1 ↑ F2 ↑ F3

Job Memory

Job Store (continued)

- 1 Make job selections from the Basic screen and/or Application selection screen.
- 2 When all selections are made, press the [JOB MEMORY] key to display the Job store/recall screen.
If you wish to cancel the settings made in the procedure below, press [AUTO RESET]. The Basic screen will be restored.
- 3 Press [P] button on the Control panel. The Job no. selection screen will be displayed. The first screen displays frames numbered from 1~3 to store the job name under that number. The [F4] key can be used to scroll through the 12 job numbers.
- 4 Press job no. to select the job you want to store.
Job no. with lock mark displayed cannot be selected.
If you select previously stored job, a message is displayed, "No. ## is stored. Rewrite on?"
- 5 The Job name registration screen will be displayed.
- 6 Press [F1 (t)] and [F2 (s)] to select each character, then press [F3 (SET)] to enter the character. The entered characters and /or number will be displayed.
The 5-digit alphabetical name may be entered.
NOTE: If you enter the name incorrectly, highlight the "B5" on the Job name registration screen, then press [F3 (SET)]. Each pressing the key deletes one character from the last of the entered name. Select again the correct character to complete entering the job name.
- 7 When the name is entered, press [OK] to resume the job store/recall screen. If the name is correct, press [OK] to store it and return to the Basic screen.
- 8 If the Job name is correct, press [OK]. The Job store/recall screen is displayed.
To re-enter the Job name, Press [F1] ~ [F3] and [F4] to return to the Job registration screen.
- 9 To finish job store, press [OK] to complete the setting and return to the Basic screen.

NOTES:

- 1 A locked job is indicated by a lock icon on the Job key number.
- 2 Only the key operator can lock a job.
- 3 A locked job cannot be overwritten unless it is unlocked by the key operator.
- 4 A blank key indicates that no job is stored under that key.
- 5 Job Memory entries can be recorded on the Job Memory Form included at the end of this section.

Job Memory

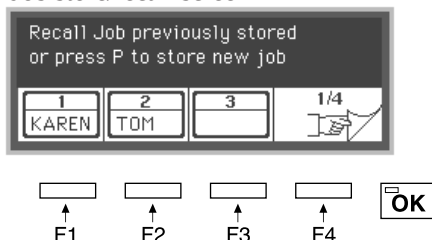
Job Recall

Use Job Recall to recall jobs that are already stored in Job Memory.

- ❑ Interrupt mode cannot be used while in Job Memory

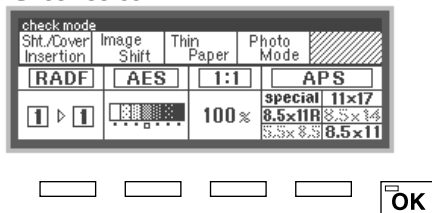
Job Memory Mode

Job store/recall screen



Check Mode

Check screen



- 1 Place original(s) in RADF as required for the job you are about to recall.
- 2 Press the [JOB MEMORY] key to display the Job store/recall screen.
Each screen displays three jobs at a time, starting with frames numbered from 1~3. (Use the [F4] to scroll through each of four screens to reach all 12 job numbers.)
- 3 Press [F1] ~ [F3] under the frame of the desired job No. to complete the selection and return to the Basic screen.
The copier will be set to the correct job specification, automatically.
To cancel the job, press [AUTO RESET].
- 4 Press [START PRINT].

NOTES:

- 1 A locked job is indicated by a lock icon on the Job key number.
- 2 Only the key operator can lock a job.
- 3 A locked job cannot be overwritten unless it is unlocked by the key operator.
- 4 A blank key indicates that no job is stored under that key.
- 5 Job Memory entries can be recorded on the Job Memory Form included at the end of this section.

Job Memory

Job Memory Form

JOB NUMBER/NAME	JOB DESCRIPTION
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Section 8: Applications

Application Function Menu

Sheet/Cover Insertion

OHP Interleave

Book Copy

Image Shift

Simplex Mode (1-1, 2-1)

Duplex Mode (1-2, 2-2)

Reduce & Shift

Frame/Fold Erasure

Thin/Thick Paper

Mixed Original Mode

2 in 1 Format

Photo Mode

Photo Mode

Photo-Text Mode

Moisture Paper

Applications

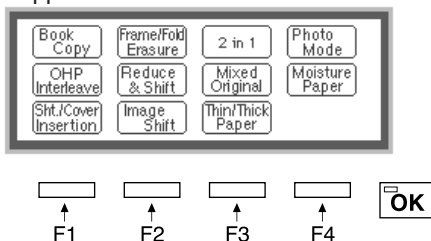
Application Function Menu

When the [APPLICATION] key is pressed, the Application selection screen displays on the LCD screen. If one function on the menu is incompatible with another, it will appear dimmed.

When a function is selected, it becomes highlighted. If you press the [OK] key when a function is highlighted, another screen or two will display to enable you to enter the appropriate settings. For example, you may select Sheet/Cover Insertion from the Application selection screen; and then, from a subsequent screen, select insertion type. Still, another screen will display for your page number entries, which designate insertion locations.

When all settings are made for each function, the [OK] key can be pressed to complete the settings, and return you to the Application selection screen. If no other Applications are desired, the [OK] key can be pressed again to complete your selections, and bring you back to the Basic screen. In the Basic screen, you can press [START PRINT] key to perform the operation.

Application selection screen



The Moisture Paper icon is displayed on the Application selection screen if the mode is set in the key operator mode. This mode enables you to control copy quality when copy paper contains moisture.

NOTES:

- 1 The indicator light on the [APPLICATION] will be lit when application selections have been made.
- 2 When incompatible selections are grayish, the last key pressed will be selected.
- 3 Select highlighted application, press [OK] to cancel function.
To cancel all application selections, press [AUTO RESET] on the Control panel.

Applications

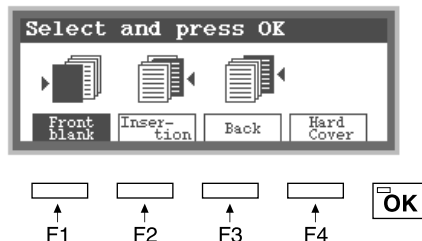
Sheet/Cover Insertion

Use Sheet/Cover Insertion in copy mode or blank mode to insert Chapter sheets or slip sheets into the finished set. Sheet insertions from the Universal tray (Konica 3240, tray 2; Konica 3340, tray 1) may be used in conjunction with Front or Front & Back cover insertions from the Multi-sheet bypass tray. All other trays may be used for regular copied sheets.

Specifications for Sheet/Cover Insertion

- ☐ Max. insert sheets: 15 locations, from 1~99, except front and back covers
- ☐ Original paper: Max. 50 sheets 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 20 lb~24 lb
- ☐ Sheet Insertion (Universal tray): 500 sheets/20 lb bond recommended; 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R: plain or colored paper
- ☐ Cover Insertion (Multi-sheet bypass tray): 500 sheets/20 lb~32 lb; 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R: plain or colored paper
- ☐ Regular copy paper (tray 2, 3, 4 or 5): 20 lb bond recommended; 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
- ☐ AMS Automatic Magnification Selection: Functions when a different copy size is selected
- ☐ Incompatible: Using platen glass, APS, Group, OHP Interleave, Book Copy, Mixed Original, 2 in 1 Format, Interrupt

Cover/Sheet selection screen



Front Cover Mode

This mode is classified as two types, namely; Front blank and Front copy. The Front blank mode inserts a non copied plain or colored sheet from the Multi-sheet bypass into the finished set, as a Front cover. The Front copy mode copies and inserts a plain or colored sheet from the Multi-sheet bypass into the finished set, as a Front cover.

The Hard cover mode can be used in conjunction with the Front Cover Mode when feeding thick paper from the Multi-sheet bypass.

Back Cover Mode

This mode is classified as two types, namely; Back blank and Back copy. The Back blank mode inserts a non copied plain or colored sheet from the Multi-sheet bypass into the finished set, as a Back cover. The Back copy mode copies and inserts a plain or colored sheet from the Multi-sheet bypass into the finished set, as a Back cover.

The Hard cover mode can be used in conjunction with the Back Cover Mode when feeding thick paper from the Multi-sheet bypass.

Applications

Sheet/Cover Insertion (continued)

When using the Front Cover Mode and/or Back Cover Mode, the sheets are usually fed from the bypass tray; however, the Universal tray can also be used. The Multi-sheet bypass tray is required when the Hard cover mode is selected.

Insertion Mode

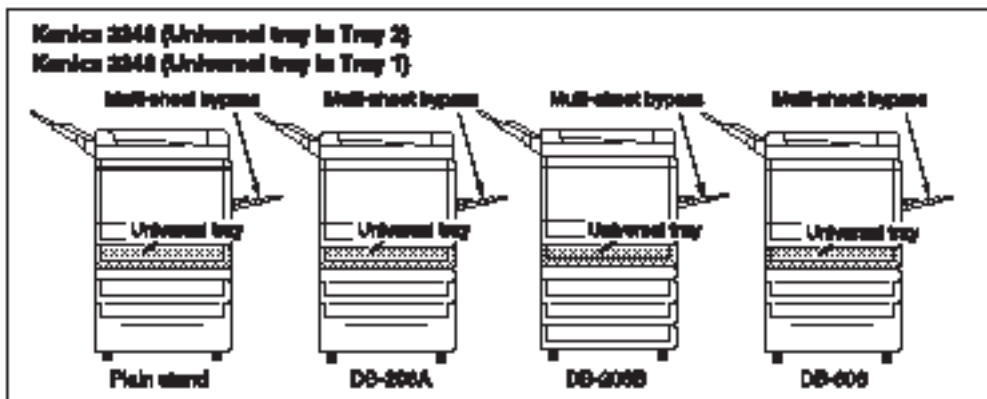
This mode is classified as two types, namely; Blank insertion and Copy insertion. The Blank insertion mode inserts non copied plain or colored sheets from the Universal tray at locations designated in the page setting screen. The Copy insertion mode copies and inserts plain or colored sheets from the Universal tray at locations designated in the page setting screen.

Multi-Sheet Bypass Tray – 20 lb~32 lb (Stack mode 20 lb)

COVER INSERTION: The Multi-sheet bypass is used in the copy mode or blank mode to feed front and/or back sheets, as cover inserts; and is required when the Hard cover mode is selected for thick paper (up to 32 lb). Cover insertion from the Multi-sheet bypass tray can be used in conjunction with sheet insertion from the Universal tray.

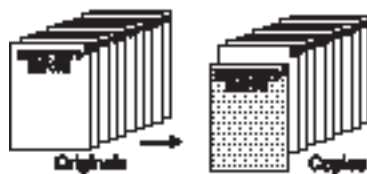
Universal Tray (Konica 3240, Tray 2; Konica 3340, Tray 1) – Regular paper 20 lb

SHEET INSERTION: The Universal tray is used in the copy mode or blank mode to insert chapter sheets or slip sheets into the finished set. In copy mode, sheets are copied to match originals designated in the Page selection screen. In blank mode, sheets are inserted without being copied. Sheet insertion from the Universal tray can be selected with cover insertion from the Multi-sheet bypass.

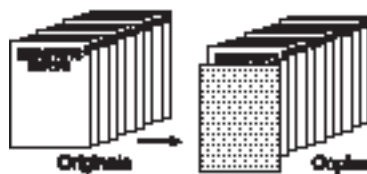


Applications

Sheet/Cover Insertion (continued)



FRONT COVER COPIED



FRONT COVER BLANK



COPY SHEET INSERTION



BLANK SHEET INSERTION



BACK COVER COPIED



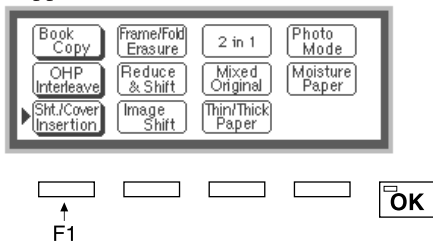
BACK COVER BLANK

Applications

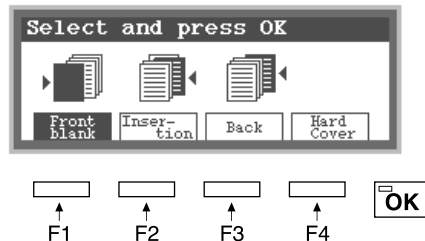
Sheet/Cover Insertion (continued)

Sheet Covers Selection

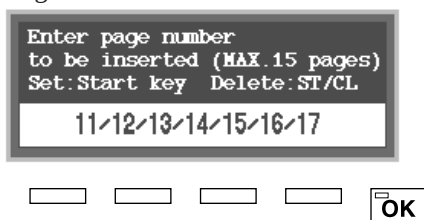
Application selection screen



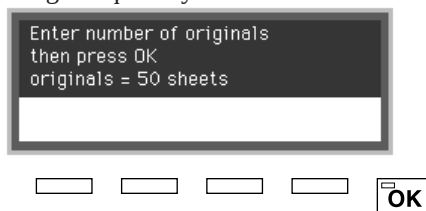
Cover/Sheet selection screen



Page selection screen



Original quantity enter screen



Max. insertion locations: 15

Max. originals: 50 sheets

- 1 First, load insert sheets in the Universal tray (Konica 3240, Tray 2; Konica 3340, Tray 1), and load regular sheets in any compatible tray.
- 2 If covers are required, load 20 lb cover sheets in the Multi-sheet bypass tray. Use the Hard cover mode to insert the front and/or back cover that is thicker than 20 lb.
- 3 Determine whether the key operator setting for Count of sheet originals is turned On. If the setting is On, originals will be counted automatically. If the setting is Off, be sure to count originals manually before placing them in the document feeder, as you will be prompted to enter the number of originals.

NOTE: In 1-2 mode, determine if Original quantity count for Odd-Even status is On. If On, originals will be counted automatically. If counter is Off, be sure to count originals before placing them on the RADF, as you will be prompted to enter the original count during the procedure.

Applications

Sheet/Cover Insertion (continued)

- 4 Press [APPLICATION] on the control panel to display the Application selection screen.
- 5 Press [F1] to align the arrow to the “Sht./Cover Insertion” indicator, then press [OK]. The Cover/Sheet selection screen will be displayed.
- 6 Select Front Cover Insertion.
 - (1) Press [F1 (Front)] to select “Front copy” or “Front blank”. To deselect Front Cover Insertion, display “Front”.
 - (2) To insert a hard cover, press [F4 (Hard Cover)] to highlight “Hard Cover”.
 - (3) Proceed to step 7 to select Sheet Insertion, if desired.
 - (4) Proceed to step 8 to select Back Cover Insertion, if desired.
 - (5) Press [OK] to return to the Application selection screen.
- 7 Select Sheet Insertion.
 - (1) Press [F2 (Insertion)] to select “Copy” or “Blank”. To deselect Sheet Insertion, display “Insertion”.
 - (2) Proceed to step 6 to select Front Cover Insertion, if desired.
 - (3) Proceed to step 8 to select Back Cover Insertion, if desired.
 - (4) Press [OK] to display the page selection screen.
 - (5) Use the keypad to enter the page number of each insertion location.
Press [START PRINT] after each entry.
Example: If p. 4 is entered in blank mode, a blank sheet is inserted between p. 4 and p. 5; in copy mode, a copied sheet is inserted at p. 4.
 - (6) When all page numbers are entered, press [OK].
If the manual counter is on, the Original quantity enter screen will be displayed.
Enter the number of originals using the keypad, then press [OK].
- 8 Select Back Cover Insertion.
 - (1) Press [F3 (Back)] to select “Back copy” or “Back blank”. To deselect Back Cover Insertion, display “Back”.
 - (2) To insert a hard cover, press [F4 (Hard Cover)] to highlight “Hard Cover”.
 - (3) Proceed to step 6 to select Front Cover Insertion, if desired.
 - (4) Proceed to step 7 to select Sheet Insertion, if desired.
 - (5) Press [OK] to return to the Application selection screen.
- 9 Position originals face down in the document feeder, then press [START PRINT].
If the automatic original counter is On, originals will be counted.
- 10 Reload originals. The original count will be displayed.
- 11 Press [START PRINT].
Or, in 1-2 mode, you will be prompted to press [START PRINT] if the original count is even, and to press [AUTO RESET] if the original count is odd.

Applications

OHP Interleave

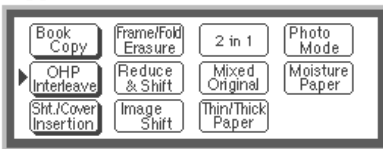
Use the OHP Interleaving function in 1-1 or 2-1 mode to copy onto overhead projection transparencies, and output a blank or copied interleaf sheet with each copied transparency.

In Blank Sheet Interleaving, a blank interleaf sheet may be output with each transparency to keep the film material from sticking together.

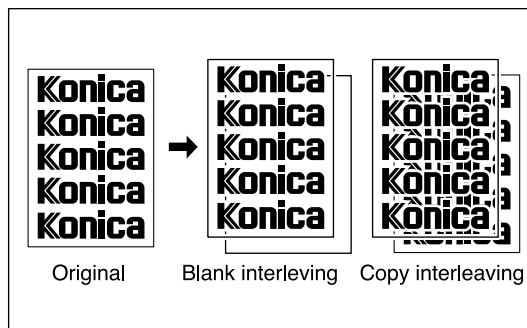
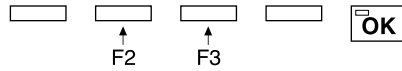
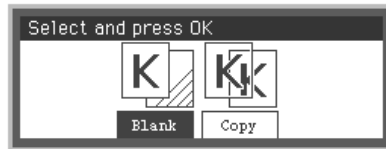
In Copy Sheet Interleaving, a copied interleaf sheet may be output with each transparency to be used for reference during a presentation; for photocopying; and for filing or inserting into a binder.

- ☐ Transparency (OHP) source: Multi-Sheet Bypass
- ☐ Transparency size: 8.5"x11"
- ☐ Interleaving paper source: Tray 1~5
- ☐ Interleaving paper size: 8.5"x11"
- ☐ Multi-sheet bypass capacity: 1 sheet
- ☐ Number of originals/number of copies: 1
- ☐ Incompatible: Sort, Group, Staple, Thin/Thick Paper, Sheet/Cover Insertion, Book Copy, Mixed Original, 2 in 1 Format, 1-2, 2-2 copy modes, Moisture paper

Application selection screen



OHP interleave mode screen

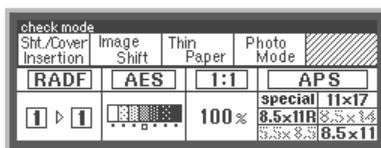


Applications

OHP Interleave (continued)

- 1 Position original, then load OHP transparencies in the Multi-sheet bypass, and interleaving paper in any other tray, 1~5.
- 2 Press [APPLICATION] to display the Application selection screen.
- 3 Press [F1] to align the arrow to the “OHP interleave” indicator, and press [OK]. The OHP interleave mode selection screen will be displayed.
- 4 Press [F2 (Blank)] or [F3 (Copy)].
- 5 Press [OK].
- 6 Make additional application selections, or press [OK] to return to the Basic screen.
Option: Press [CHECK] to view selections; then press [OK] to return to the Basic screen.
- 7 Press [START PRINT].
Press [AUTO RESET] to restore Application mode.

Check screen



NOTE: Use only OHP transparencies recommended by Konica Business Machines U.S.A., Inc.

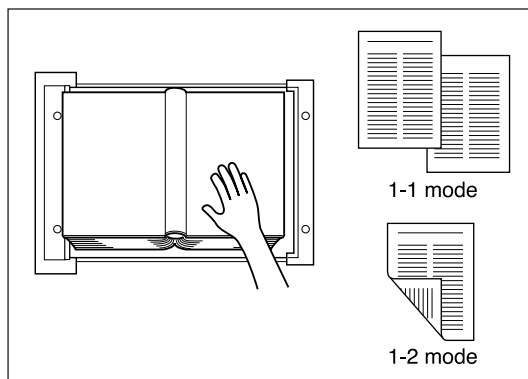
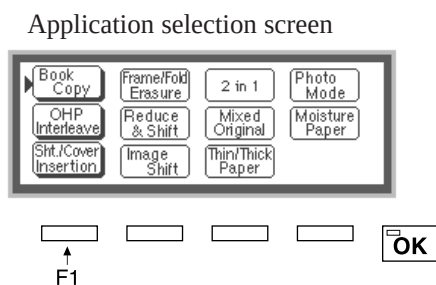
Applications

Book Copy

Use Book Copy mode from the Platen glass to copy an original, such as an opened book; a ledger size sheet; or two 8.5"x11" sheets placed side by side. In 1-1 mode, the left and right facing pages of the original will be copied separately onto two 8.5"x11" sheets. In 1-2 mode, the left and right facing pages of the original will be copied separately and duplexed onto one 8.5"x11" sheet. If a copy size other than 8.5"x11" is selected, Book Copy will function incorrectly.

Tips: If a book does not cover the Platen glass, place paper over exposed glass to reduce toner consumption. Speed manual copying by placing two letter sheets side by side on glass and selecting Book Copy or Non image area erase.

- ☐ Original Size: Max. 11"x17" (ledger) sheet or open book
- ☐ Copy Paper Size: 8.5"x11" (letter)
- ☐ Incompatible: APS, AMS, RADF, Staple-Sort, Change Magnification (compatible only for 65%, 121% and 200 % magnifications), Sheet/Cover Insertion, Reduce & Shift, Frame Erasure, Mixed Original, 2 in 1 Format, OHP Interleave, 2-2, 2-1 modes



- 1 Load an even number of 8.5"x11" sheets in a tray or in the Multi-sheet bypass.
- 2 Position the open book or sheet, adjusting the center to that of the scale on the left edge of platen.
- 3 Gently close the document cover.
- 4 Press [APPLICATION] to access the Application selection screen.
- 5 Press [F1] to align the arrow to the "Book Copy" indicator, and press [OK]. The "Book Copy" indicator will be highlighted.
- 6 Make additional application selections, or press [OK] to return to the Basic screen.
- 7 Use keypad to enter print quantity.
Option: Press [CHECK] to view selections; then press [OK] to return to the Basic screen.
- 8 Press [START PRINT]. In 1-1 mode, two letter-size sheets will be output.
In 1-2 mode, one two-sided letter-size sheet will be output.

Applications

Image Shift

Simplex Mode (1-1, 2-1)

In 1-1 and 2-1 mode, create a left binding margin by positioning originals with page heading at top. (See example below.) A right margin will be created if originals are positioned with page heading at bottom. If image loss is likely, select Reduce & Shift from the Application selection screen, instead of Image Shift.

- ☐ Shift amount: 5 mm, 10 mm, 15 mm, 20 mm
- ☐ Only left binding margin is available
- ☐ Original/copy size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
- ☐ Incompatible: AMS, Reduce & Shift

Application selection screen

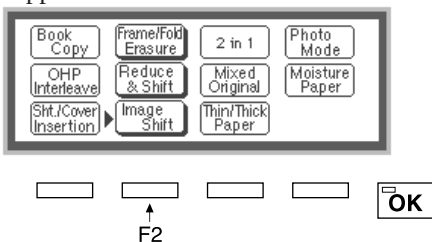
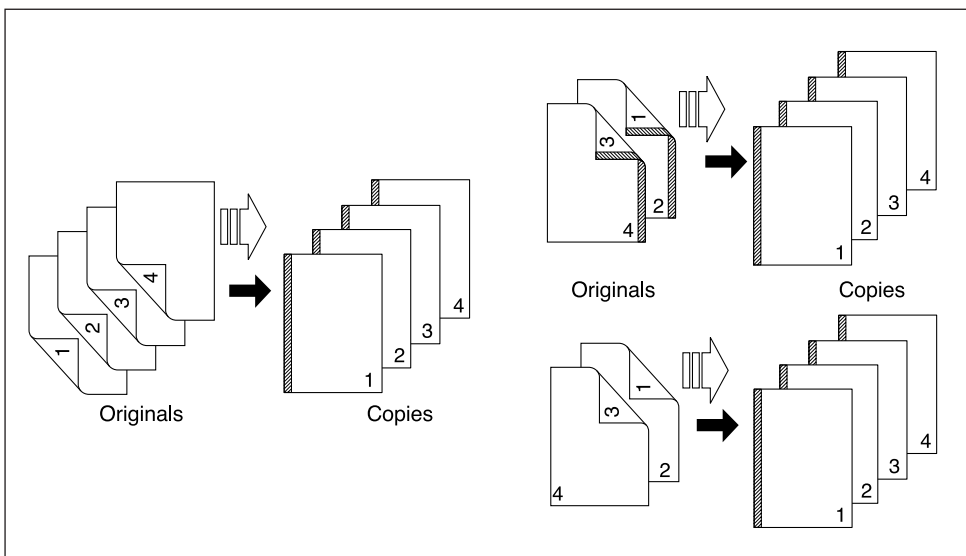
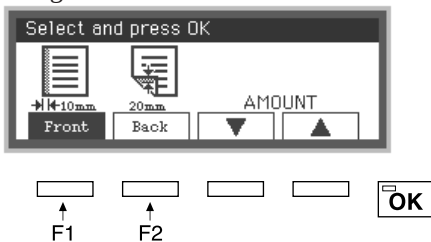


Image shift screen



Applications

Image Shift (continued)

Simplex Mode (1-1, 2-1) (continued)

- 1 Place original(s) face down in the document feeder or on the platen glass.
- 2 Select 1-1 or 2-1 copy mode from the Basic screen, as required.
- 3 Press [APPLICATION] to enter the Application selection screen.
- 4 Press [F2] to align the arrow to the “Image Shift” indicator, and press [OK]. The Image shift screen will be displayed.
- 5 If selecting 1-1 copy mode in step 2, the “Front” indicator is highlighted.
Press [F3 (▼)] or [F4 (▲)] to select the desired shift amount: 5 mm, 10 mm, 15 mm, 20 mm.
- 6 If selecting 2-1 copy mode in step 2, press [F2 (Back)] to highlight the “Back” indicator. When creating the margin on the simplex copying image, press [F1 (Front)]. The “Front” indicator will be highlighted.
Press [F3 (▼)] or [F4 (▲)] to select the desired shift amount: 5 mm, 10 mm, 15 mm, 20 mm.
- 7 Press [OK].
- 8 Select additional application functions, or press [OK] to return to the Basic screen.
- 9 Enter the desired print quantity.

Option: Press [CHECK] to view selections; then press [OK] to return to the Basic screen.
- 10 Press [START PRINT].

Applications

Image Shift (continued)

Duplex Mode (1-2, 2-2)

In 1-2 mode, use Image Shift to create a binding margin on side two only. In 2-2 mode, a left binding margin is created on side one and a right margin is created on side two. If image loss is likely, select Reduce & Shift from the Application selection screen, instead of Image Shift.

- ☐ Shift amount: 5 mm, 10 mm, 15 mm, 20 mm
- ☐ Only left binding margin is available
- ☐ Original/copy size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
- ☐ Incompatible: AMS, Reduce & Shift

Application selection screen

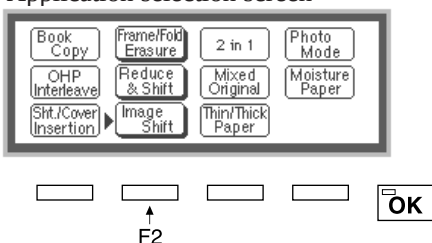
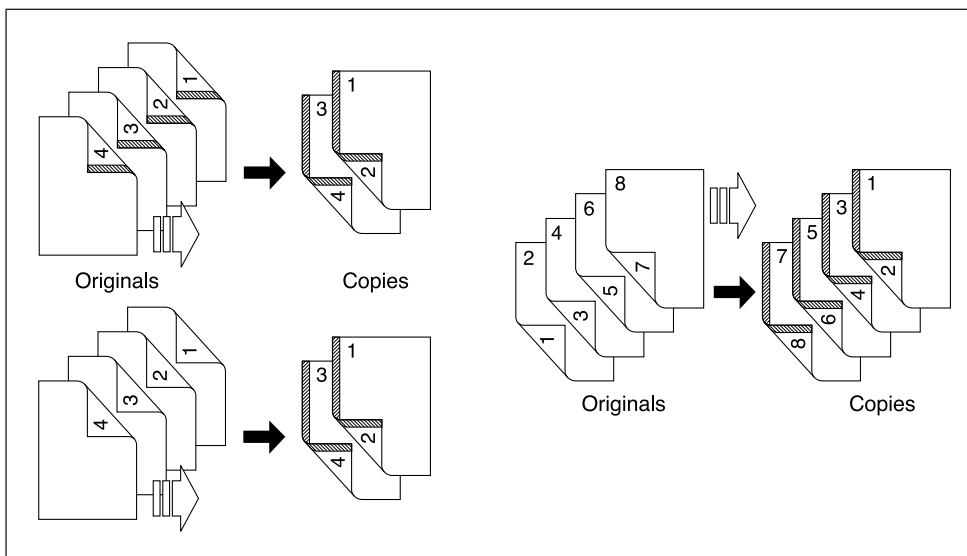
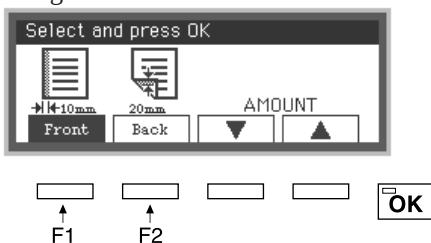


Image shift screen



Applications

Image Shift (continued)

Duplex Mode (1-2, 2-2) (continued)

- 1 Place original(s) face down in the document feeder or on the platen glass.
- 2 Select 1-2 or 2-2 copy mode from the Basic screen, as required.
- 3 Press [APPLICATION] to enter the Application selection screen.
- 4 Press [F2] to align the arrow to the “Image Shift” indicator, and press [OK]. The Image shift screen will be displayed.
- 5 If selecting 2-2 copy mode in step 2, press [F1 (Front)] and [F2 (Back)] to highlight the “Front” and “Back” indicators.
Press [F3 (▼)] or [F4 (▲)] to select the desired shift amount: 5 mm, 10 mm, 15 mm, 20 mm.
- 6 If selecting 1-2 copy mode in step 2, press [F2 (Back)] to highlight the “Back” indicator. When creating the margin on the simplex copying image, press [F1 (Front)]. The “Front” indicator will be highlighted.
Press [F3 (▼)] or [F4 (▲)] to select the desired shift amount: 5 mm, 10 mm, 15 mm, 20 mm.
- 7 Press [OK].
- 8 Select additional application functions, or press [OK] to return to the Basic screen.
- 9 Enter the desired print quantity.
Option: Press [CHECK] to view selections; then press [OK] to return to the Basic screen.
- 10 Press [START PRINT].

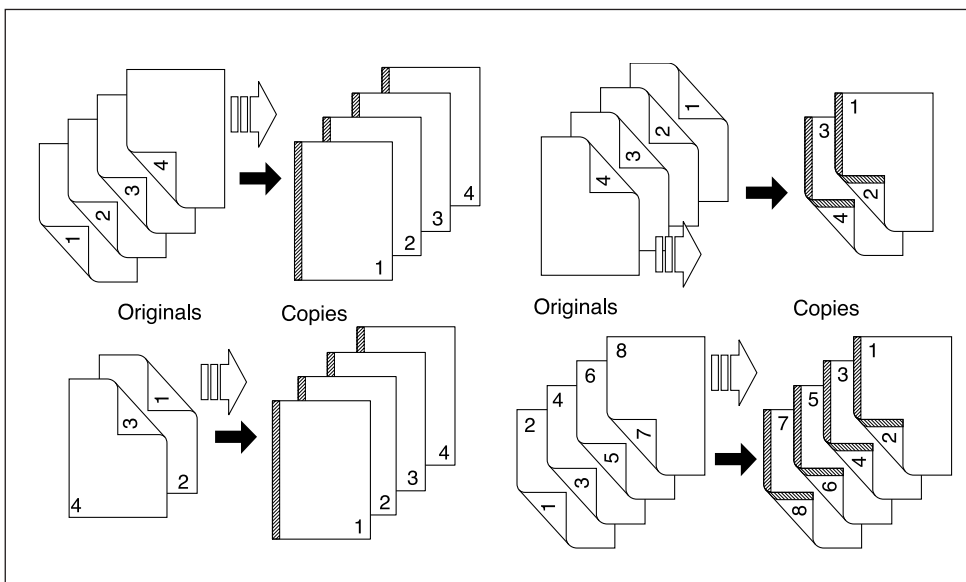
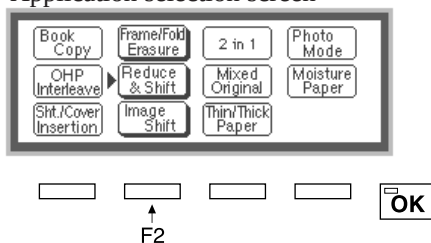
Applications

Reduce & Shift

Use Reduce & Shift to create a margin without causing image loss.

- ☐ Shift amount: 10mm
- ☐ Reduction amount: 97%; 11"x17", 8.5"x14"
96%; 8.5"x11"R
95%; 8.5"x11", 5.5"x8.5"
- ☐ Original size/copy size: 11"x17", 8.5"x14", 8.5"x11" (20 lb copy recommended)
- ☐ Binding margin appears on the left
- ☐ Incompatible: AMS, Change Magnification, Book Copy, Image Shift

Application selection screen



Applications

Reduce & Shift (continued)

- 1 Place originals face down in the document feeder or on the platen glass.
- 2 Press [APPLICATION] to enter the Application selection screen.
- 3 Press [F2] to align the arrow to the “Reduce & Shift” indicator, and press [OK]. The “Reduce & Shift” indicator will be highlighted.
- 4 Select additional application functions, or press [OK] to return to the Basic screen.
- 5 Enter the desired print quantity.
Option: Press [CHECK] to view selections; then press [OK] to return to the Basic screen.
- 6 Press [START PRINT].

Applications

Frame/Fold Erasure

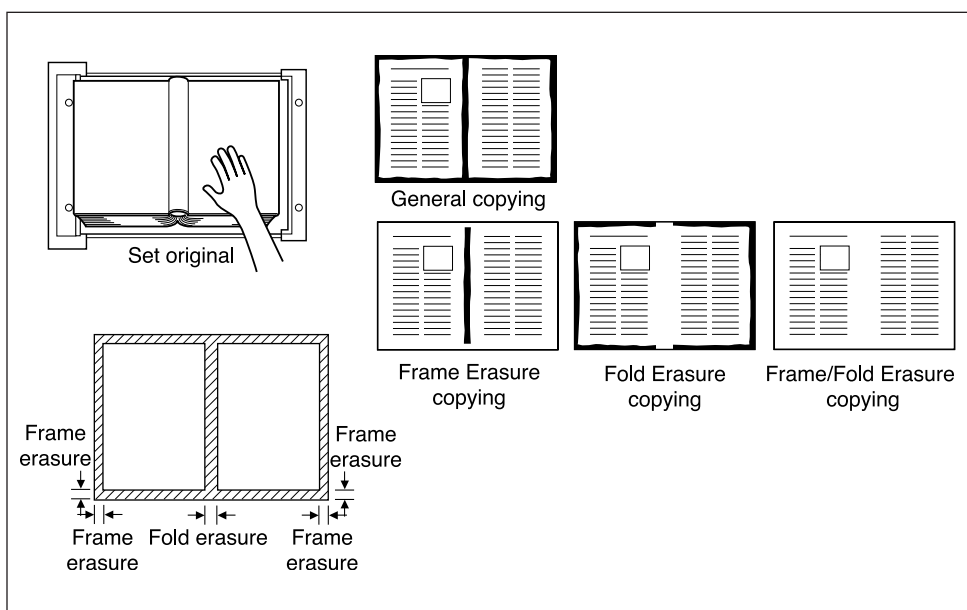
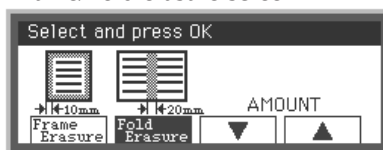
Use Frame/Fold Erasure to eliminate black copy marks along borders.

- ❑ Frame erasure amount: 5mm, 10mm, 15mm
- ❑ Initial frame erasure value: 10mm
- ❑ Fold erasure amount: 10mm, 20mm 30mm
- ❑ Initial fold erasure value: 10mm
- ❑ Original/copy paper size: 11"x17", 8.5"x14", 8.5"x11"
- ❑ Incompatible: Multi-Sheet Bypass, Book Copy (compatible with Frame Erasure only), 2 in 1 Format

Application selection screen



Frame/Fold erasure screen



Applications

Frame/Fold Erasure (continued)

- 1 Place original(s) face down in the document feeder or on the platen glass.
- 2 Select desired Copy Size.
- 3 Press [APPLICATION] to enter the Application selection screen.
- 4 Press [F2] to align the arrow to the “Frame/Fold Erasure” indicator, and press [OK]. The Frame/Fold erasure screen will be displayed with Fold Erasure already highlighted as the default. To switch between Fold Erasure and Frame Erasure, simply press [F1] for Frame and [F2] for Fold. Selection of both Frame and Fold is also available.
- 5 If Fold Erasure is required, be sure it is highlighted, then press [F3 (▼)] or [F4 (▲)] to select the desired fold erasure amount, from 10mm, 20mm or 30mm.
If Frame Erasure is required, be sure it is highlighted, then press [F3 (▼)] or [F4 (▲)] to select the desired frame erasure amount, from 5mm, 10mm or 15mm.
- 6 Press [OK] to complete the setting. The Application selection screen will be displayed.
NOTE: When pressing [OK] without selecting either Frame or Fold, cancel the Application selection screen.
- 7 Make additional application selections or press [OK] to return to the Basic screen.
- 8 Enter desired print quantity.
Option: Press [CHECK] to view selections; then press [OK] to return to the Basic screen.
- 9 Press [START PRINT]. The image on all four edges of the copy will be erased.

NOTE: While copy size and original size generally should be the same, it is possible to use frame/fold erasure to copy an 11"x17" original to 8.5"x11"R by selecting 0.65 reduction after selecting Copy Size.

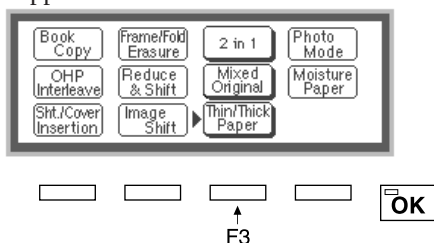
Applications

Thin/Thick Paper

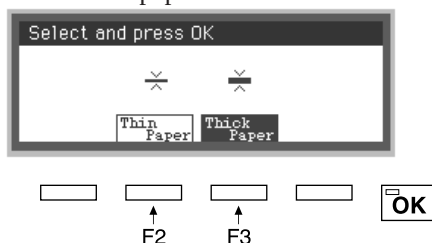
NOTICE: To avoid paper mishandling, Thin/Thick paper must be selected from the Application selection screen, as described below; not from the Paper tray selection screen.

- ☐ Copy size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
- ☐ Thin copy paper weight: 16 lb~19 lb
- ☐ Thick copy paper weight: 24 lb~32 lb
- ☐ Thin/Thick paper source: Multi-Sheet Bypass (Single feed mode)
- ☐ Incompatible: Sort, Group, Staple, OHP Interleave, 2 in 1 Format

Application selection screen



Thin/Thick paper screen



- 1 Insert thin or thick stock one sheet at a time in the Multi-Sheet Bypass.
- 2 Press [APPLICATION] to access the Application selection screen.
- 3 Press [F3] to align the arrow to the "Thin/Thick Paper" indicator, and press [OK]. The Thin/Thick paper screen will be displayed.
- 4 Press [F2 (Thin Paper)] or [F3 (Thick Paper)], as desired. (Thick paper is initially selected.)
- 5 Press [OK] to return to the Application selection screen.
- 6 Make additional application selections, or press [OK] to return to the Basic screen.
NOTE: When pressing [SORTER], the message "Sorter is unavailable with this application" will be displayed.
- 7 Use keypad to enter print quantity.
Option: Press [CHECK] to view selections; then press [OK] to return to the Basic screen.
- 8 Press [START PRINT].
Press [AUTO RESET] to restore the Application mode.

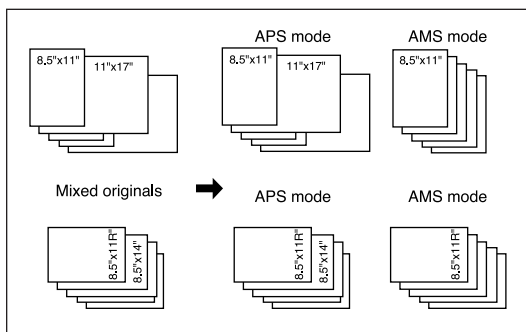
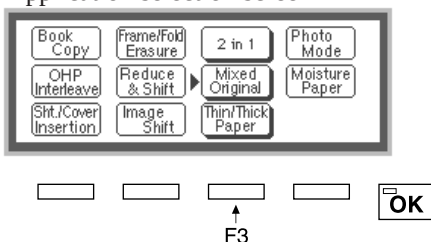
Applications

Mixed Original Mode

Use this mode to copy a set of mixed size originals from the document feeder. Automatic paper selection allows each original to be copied to a copy paper size to match the original, provided the mixed originals are comprised of either Ledger & Letter or Legal & Letter/R. The mixed original mode operates only in the RADF mode.

- ☐ Mixed original size: 11"x17" with 8.5"x11", or 8.5"x14" with 8.5"x11"R mixed (20 to 24 lb)
- ☐ Original feeding edge: 11"x17" (short edge) with 8.5"x11" (short edge)
8.5"x14" (short edge) with 8.5"x11"R (short edge)
- ☐ RADF capacity: Max. 50 sheets
- ☐ Print quantity: Max. 999 sheets
- ☐ Incompatible: Using platen glass, Sheet/Cover Insertion, OHP Interleave, Book Copy, 2 in 1 Format

Application selection screen



- 1 Place mixed originals face down in the document feeder.
- 2 Press [APPLICATION] to enter the Application selection screen.
- 3 Press [F3] to align the arrow to the "Mixed Original" indicator, and press [OK]. The "Mixed Original" indicator will be highlighted.
- 4 Make additional application selections, or press [OK] to exit the Application selection screen.
- 5 APS is activated. APS detects each original size and automatically selects an appropriate copy paper.
- 6 When switching to AMS
 - (1) Press [F4] on Basic screen to display the Tray selection screen.
 - (2) Press [F3] to select desired paper size.
 - (3) The different sized originals loaded in RADF are copied onto copy paper of one size at respectively automatically selected optimum magnifications.
- 7 Enter print quantity.
Option: press [CHECK] to view selections; then press [OK] to return to the Basic screen.
- 8 Press [START PRINT].

NOTE: Be sure the appropriate copy paper sizes are loaded in separate paper trays.

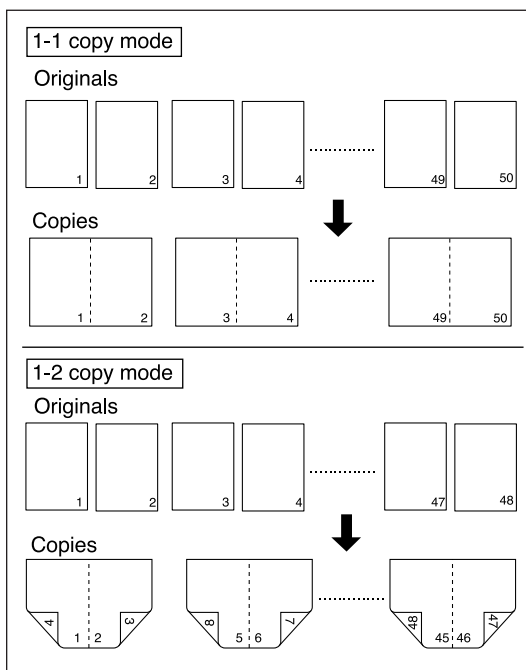
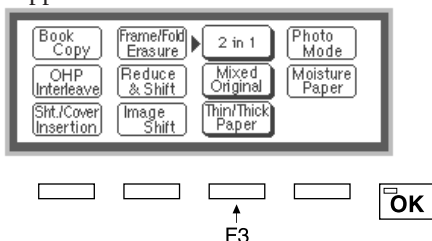
Applications

2 in 1 Format

The 2 in 1 mode copies two originals (pages or sides) onto one side of ledger or 8.5" x11"R paper.

- ☐ Originals : one-sided or two-sided letter sheets (8.5"x11") from document feeder only
- ☐ Incompatible: Using Platen glass, Multi-Sheet Bypass, APS, 2-2, 2-1, Staple-Sort, Change Magnification, Book Copy, OHP Interleave, Sheet/Cover Insertion, Frame/Fold Erasure, Mixed Original, Thin/Thick, Interrupt

Application selection screen



- 1 Place letter-size originals face down on the document feeder tray with the page heading at the bottom.
- 2 Load 11"x17" or 8.5"x11"R copy paper in a tray.
- 3 Press [APPLICATION] to enter the Application selection screen.
- 4 Press [F3] to align the arrow to the "2 in 1" indicator, and press [OK]. The "2 in 1" indicator will be highlighted.
- 5 Make additional application selections, or press [OK] to exit the Application selection screen.
- 6 Enter print quantity.
Option: press [CHECK] to view selections; then press [OK] to return to the Basic screen.
- 7 Press [START PRINT].

Applications

Photo Mode

Photo Mode

Use the Photo mode to reproduce a half-tone photo image. The copy will closely represent the half-tones of the original image.

Photo-Text Mode

Use the Photo-Text mode when the original image includes both half-tones and text. In this mode, text is improved in comparison to using the Photo mode only; and half-tones are improved in comparison to using no Photo mode, but may not be as closely represented as with Photo mode only.

- ☐ Copy paper: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5" (20 lb recommended)
- ☐ Incompatible: None

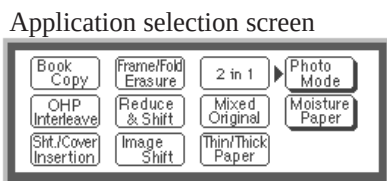


Photo screen



- 1 Position photo face down in the document feeder or on the platen glass.
- 2 Press [APPLICATION] to enter the Application selection screen.
- 3 Press [F4] to align the arrow to the "Photo Mode" indicator, and press [OK]. The Photo screen will be displayed.
- 4 Press [F2 (Photo)] or [F3 (Photo/Text)], as required.
- 5 Press [OK] to return to the Application selection screen.
- 6 Make additional application selections, or press [OK] to exit the Application selection screen.
- 7 Press [OK] to complete the setting and return to the Basic screen.
- 8 Enter print quantity.
Option: Press [CHECK] to view selections; then press [OK] to return to the Basic screen.
- 9 Press [START PRINT].

Applications

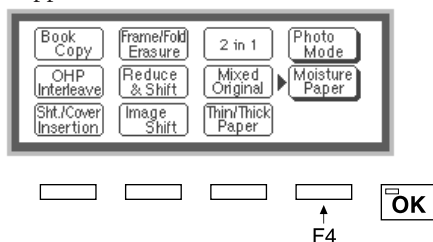
Moisture Paper

The Moisture Paper feature enables you to control copy quality when the copy paper has been stored in high humidity. The icon for Moisture Paper will be displayed on the Application Selection screen shown below, only if the feature is turned ON in the Key Operator setting mode.

NOTE: Do not use the Moisture paper mode for low humidity paper.

❑ Incompatible: OHP Interleave

Application selection screen



- 1 Press [APPLICATION] to enter the Application selection screen.
- 2 Press [F4] to align the arrow to the “Moisture Paper”, and press [OK]. The “Moisture Paper” indicator will be highlighted.
- 3 Press [OK] to complete the setting and return to the Basic screen.

Section 9: Key Operator Mode

To the Key Operator

How to Access the Key Operator Mode

Function Menu Map

Initial Setting Mode [1]

How to Access the Initial Setting Mode

Copy Mode [1]

Copy Density [2]

Lens Mode [3]

APS/Paper Tray [4]

Output Mode [5]

Preset/User Set Ratio(s) [2]

ECM (Electronic Copy Monitor) Setting [3]

ECM Setting Menu

Password Setting [1]

Count/Limit Setting [2]

Reset E.C.M. [3]

ECM ON/OFF Setting [4]

Set Copy Limit-Machine Disable [5]

Job Memory Setting [4]

Screen Contrast Adjustment [5]

OK Key Timer Setting [6]

Weekly Timer Functions [7]

Weekly Timer Setting Menu

Weekly Timer ON/OFF Setting [1]

Summertime Setting [2]

Date, Time Setting [3]

Set Weekly ON/OFF Timer [4]

Specify Copier Working Days [5]

Machine Working Day Setting [6]

Lunch Hour ON/OFF Setting [7]

Timer Off Password [8]

Memory Switch Setting [8]

Key Operator Mode

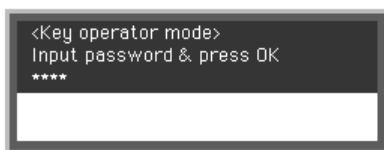
To the Key Operator

The key operator is trained to handle all special key operator functions that are not accessible to the general user, such as monitoring overall copier activity, machine performance, and service information; modifying machine settings; and controlling user activity, for billing purposes.

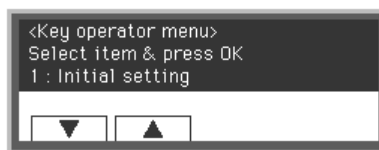
A unique 4-digit key operator password is normally set by service at installation. If the unique code is not set by service, the copier will not display a Password entry screen when the Key Operator mode is being accessed, and a key operator password will not be required. A service-set 8-digit ECM master key code must be entered by the key operator to access the Electronic Copy Monitor functions, and a service-set 4-digit Weekly timer master key code must be entered by the key operator to access the Weekly timer functions.

To ensure security of the key operator mode, it is recommended that you establish a unique key operator password, along with the key operator ECM master key code and Weekly timer master key code, and keep them in a confidential file.

Key operator password entry screen



Key operator mode screen



How to Access the Key Operator Mode

- 1 First, be sure the copier power switch is OFF.
- 2 Then, turn power back ON while pressing [OK].
The Key operator password entry screen displays when the 4-digit key operator password is set by service.
- 3 If the Key operator password entry screen is displayed, use the keypad to enter your 4-digit key operator password; then press [OK], to display the Key operator mode screen.
If the key operator password is not valid, check with your service representative.
- 4 Make setting changes from the Key operator mode screen, as described on the following pages.

Key Operator Mode

Function Menu Map

FUNCTION MENU	SUB FUNCTION MENU AND SETTING OPTIONS
[1] Initial setting	[1] Copy mode: [RADF; 1-1; 1-2; 2-2; 2-1] [2] Copy density: [AES; manual] [3] Lens mode: [AMS; ratio 0.50~2.00] [4] APS/Paper tray: [APS; trays 1, 2, 3, 4, 5, or SPECIAL] [5] Output: [non-sort; sort; staple sort; group]
[2] Preset/User set ratio(s)	[User Set ratio]
[3] ECM setting	[1] Password setting [2] Count/Limit setting [3] Reset ECM [4] ECM ON/OFF setting [5] Set Copy Limit-Machine disable
[4] Job memory setting	[1] Job memory lock [2] Delete job memory
[5] Screen contrast adjustment	[Darker; Lighter]
[6] OK-Key timer setting	[1] Opening screen: [OFF; 5 seconds; 10 seconds; 15 seconds] [2] Press function key: [OFF; 0.5 seconds; 1.0 seconds; 1.5 seconds]
[7] Weekly timer setting	[1] Weekly timer ON/OFF setting [2] Summertime setting [3] Date, time setting [4] Set weekly ON/OFF timer [5] Specify copier working days [6] Machine working day setting [7] Lunch hour ON/OFF setting [8] Timer off password

Key Operator Mode

Function Menu Map (continued)

FUNCTION MENU		SUB FUNCTION MENU AND SETTING OPTIONS
[8] Memory switch setting	[1]	Auto Reset Timer
	[2]	Auto Low Power Timer
	[3]	Auto Shut Off Timer
	[4]	AUTO/RESET Key Function
	[5]	RADF-Original Effect
	[6]	Non Image Area Erase
	[7]	RADF Frame Erasure Selection
	[8]	Count Originals in 1-2 mode
	[9]	Original Counts in Sheet Insert mode
	[10]	Automatic Tray Switching
	[11]	Platen APS
	[12]	RADF APS
	[13]	ATS/APS Switch (Tray 1)
	[14]	ATS/APS Switch (Tray 2)
	[15]	ATS/APS Switch (Tray 3)
	[16]	ATS/APS Switch (Tray 4)
	[17]	ATS/APS Switch (Tray 5)
	[18]	Platen AMS
	[19]	RADF AMS
	[20]	Staple Mode Reset-Function
	[21]	Job Memory-Auto Job Recall
	[22]	Display for Moisture Paper
	[23]	Paper in Sorter, Auto Reset
	[24]	OK Key LED Flash
	[25]	Auto Shut Off Setting

Key Operator Mode

Initial Setting Mode [1]

Initial settings are the settings that display automatically when the copier is powered on, when Auto Reset timer is operated, or when [AUTO RESET] key is pressed. These settings can be changed by the key operator, as shown in this section.

Initially, i.e., at installation, the Basic screen displays the following condition to meet Energy Star requirements:

Initial Settings for Konica 3240

Copy Mode:	1-1
Copy Density:	AES
Lens Mode:	1:1
Paper Tray:	APS
Sorter:	OFF

Initial Settings for Konica 3340

Copy Mode:	1-2
Copy Density:	AES
Lens Mode:	1:1
Paper Tray:	APS
Sorter:	OFF

When Initial settings are changed by the key operator, the new initial settings display when the copier is powered on, when Auto Reset timer is reached, or when the [AUTO RESET] key is pressed.

The following initial settings can be changed by the key operator:

Copy mode:	[RADF; 1-1; 1-2; 2-2; 2-1]
Copy density:	[AES; manual]
Lens mode:	[AMS; ratio 50%~200%]
Paper tray:	[APS; trays 1, 2, 3, 4, 5, or SPECIAL]
Output mode:	[non-sort; sort; staple sort; group]

Setting procedures are described on the following pages.

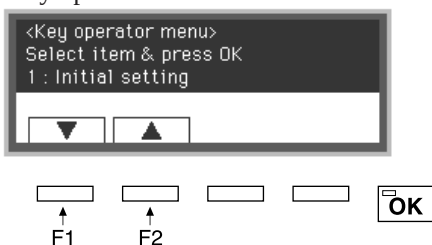
NOTE: The most commonly-used settings are established at installation. Before changing any of the copier settings, be sure that you understand the overall and long-range effect of the change.

Key Operator Mode

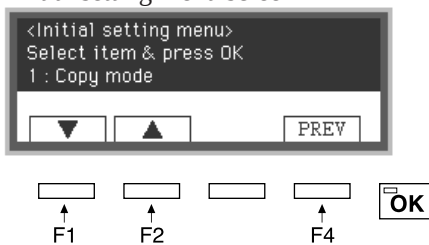
Initial Setting Mode [1] (continued)

How to Access the Initial Setting Mode

Key operator mode screen



Initial setting menu screen



- 1 From power off condition: Turn the copier power switch ON, while pressing [OK]. If a 4-digit key operator password is set by service, the Key operator password entry screen is displayed.
- 2 Use the keypad to enter your 4-digit key operator password, then press [OK]. The Key operator mode screen will be displayed.
- 3 Press [F1 (▼)] and [F2 (▲)] to display “1: Initial Setting”, and press [OK]. The Initial setting menu screen will be displayed.
- 4 Press [F1 (▼)] and [F2 (▲)] for the setting you want to change, and follow instructions displayed on the screen, pressing [OK] to complete the setting. (See procedures starting on the next page.)
- 5 When initial setting changes are completed, exit the Key operator mode by turning the copier power switch OFF.
- 6 After a few seconds, turn the copier power switch ON for normal user operations.

Key Operator Mode

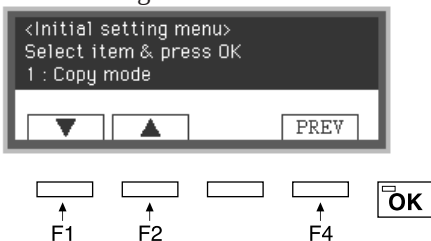
Initial Setting Mode [1] (continued)

Copy Mode [1]

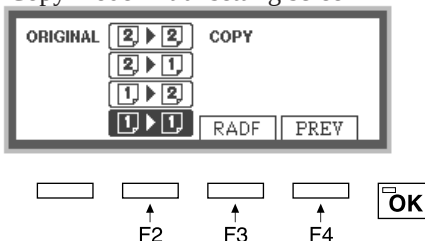
Set copy mode to occur after power on or after auto/reset occurs.

□ Setting options: RADF; 1-1; 1-2, 2-2; 2-1

Initial setting menu screen



Copy mode initial setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “ 1: Initial Setting”, and press [OK]. The Initial setting menu screen will be displayed.
- 3 Press [F1 (▼)] and [F2 (▲)] to display “ 1: Copy mode”, and press [OK]. The Copy mode initial setting screen will be displayed.
- 4 Press [F2] to select the copy mode for the initial condition of the copier.
If 2-2 or 2-1 mode is selected, RADF will also be selected, automatically. In this case, the RADF must be in a closed position when power is turned ON, or when Auto Reset is functioning. Otherwise, the message “Please close RADF unit” will be displayed.
- 5 Press [F3 (RADF)] to use the RADF in any copy mode for the initial condition of the copier.
- 6 Press [OK] to complete the setting.
- 7 If no further changes are required, proceed to step 10.
- 8 If other initial setting changes are required, press [F4 (PREV)] to return to the Initial setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[5].
- 9 If no other initial settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 10 Turn power OFF.
- 11 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

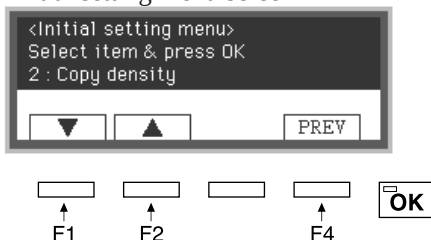
Initial Setting Mode [1] (continued)

Copy Density [2]

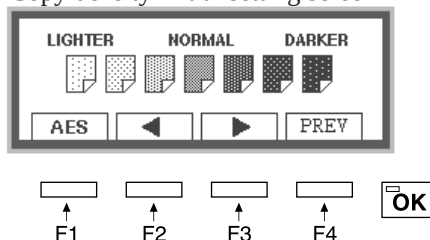
Set copy density to be effective after power on or after auto/reset occurs.

□ Setting options: AES; manual

Initial setting menu screen



Copy density initial setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “ 1: Initial Setting”, and press [OK]. The Initial setting menu screen will be displayed.
- 3 Press [F1 (▼)] and [F2 (▲)] to display “ 2: Copy density”, and press [OK]. The Copy density initial setting screen will be displayed. The default setting is AES.
- 4 Press [F1 (AES)] to select AES mode, or press [F2 (t)] and [F3 (s)] to select the density level required.
Seven exposure levels are displayed.
- 5 Press [OK] to complete the setting.
- 6 If no further changes are required, proceed to step 9.
- 7 If other initial setting changes are required, press [F4 (PREV)] to return to the Initial setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[5].
- 8 If no other initial settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 9 Turn power OFF.
- 10 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

Initial Setting Mode [1] (continued)

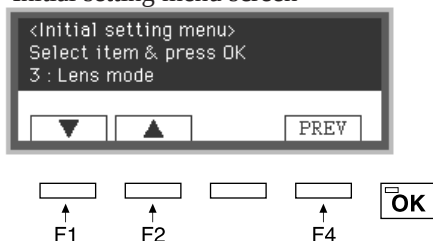
Lens Mode [3]

Set the lens mode ratio you initially want to display after the user turns the power on or after auto reset restores the initial settings.

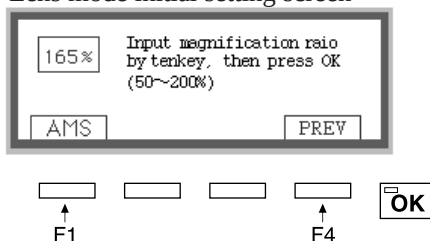
NOTICE: This setting will be ignored if APS is selected for the initial Paper Tray setting, and an AMS ratio is required for a manually selected Paper Size.

❑ Setting options: AMS; ratio 50%~200%

Initial setting menu screen



Lens mode initial setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “ 1: Initial Setting”, and press [OK]. The Initial setting menu screen will be displayed.
- 3 Press [F1 (▼)] and [F2 (▲)] to display “ 3: Lens mode”, and press [OK]. The Lens mode initial setting screen will be displayed. The default setting is 100%.
- 4 Select the desired setting from the Lens mode initial setting screen:
To select 100% if it is not already displayed, press [F1 (AMS)], then press [F4 (PREV)].
To select another ratio, enter a 3-digit ratio using the keypad.
To select AMS, press [F1 (AMS)]. 100% will be displayed in the window.
- 5 Press [OK] to complete the setting.
- 6 If no further changes are required, proceed to step 9.
- 7 If other initial setting changes are required, press [F4 (PREV)] to return to the Initial setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[5].
- 8 If no other initial settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 9 Turn power OFF.
- 10 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

Initial Setting Mode [1] (continued)

APS/Paper Tray [4]

Set paper tray priority to be in effect after power is turned on or after Auto Reset occurs. This function sets tray priority, not paper size priority. Therefore, if paper size is changed in the tray, the tray will still remain the priority tray.

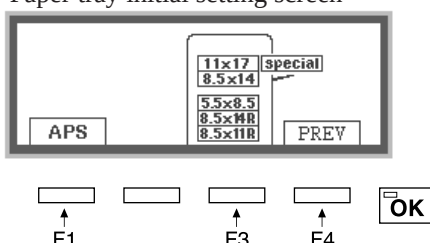
If APS is selected for the initial Paper Tray setting, that setting takes priority over an initial setting for Lens Mode, as shown on previous page. This allows a required AMS ratio to be selected when Copy Size is manually selected.

□ Setting options: APS; trays 1, 2, 3, 4, 5 or SPECIAL

Initial setting menu screen



Paper tray initial setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “ 1: Initial Setting”, and press [OK]. The Initial setting menu screen will be displayed.
- 3 Press [F1 (▼)] and [F2 (▲)] to display “ 4: APS/paper tray”, and press [OK]. The Paper tray initial setting screen will be displayed. The default setting is APS.
- 4 Press [F1 (APS)], or press [F3] to select a specific tray.
- 5 Press [OK] to complete the setting.
- 6 If no further changes are required, proceed to step 9.
- 7 If other initial setting changes are required, press [F4 (PREV)] to return to the Initial setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[5].
- 8 If no other initial settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 9 Turn power OFF.
- 10 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

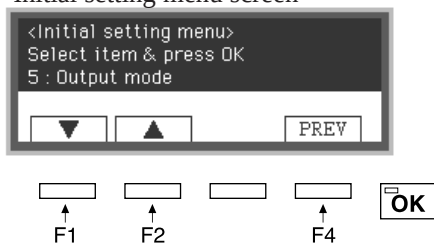
Initial Setting Mode [1] (continued)

Output Mode [5]

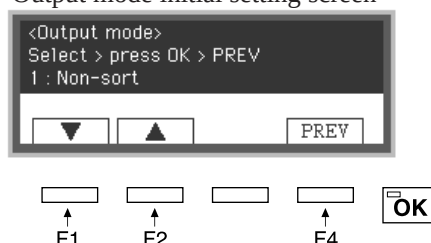
Set initial output mode to be effective after power is turned on or after Auto Reset occurs.

□ Setting options: Non-sort; Sort; Staple; Group

Initial setting menu screen



Output mode initial setting screen



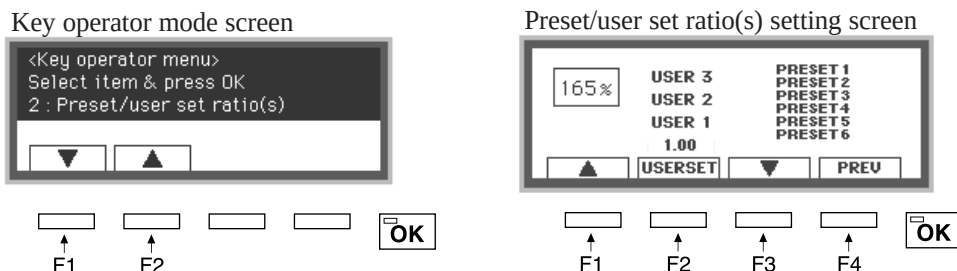
- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “ 1: Initial Setting”, and press [OK]. The Initial setting menu screen will be displayed.
- 3 Press [F1 (▼)] and [F2 (▲)] to display “ 5: Output mode”, and press [OK]. The Output mode initial setting screen will be displayed. The default setting is Non-sort.
- 4 Press [F1 (▼)] and [F2 (▲)] to display a menu of “1: Non-sort”, “2: Sort”, “3: Staple-sort” or “4: Group”, to select the initial output mode.
If Staple-sort is selected, Sort is automatically selected.
If an Output mode is incompatible, the menu will not appear.
- 5 Press [OK] to complete the setting.
- 6 If no further changes are required, proceed to step 9.
- 7 If other initial setting changes are required, press [F4 (PREV)] to return to the Initial setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[5].
- 8 If no other initial settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 9 Turn power OFF.
- 10 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

Preset/User Set Ratio(s) [2]

Preset and User set ratios are used to reduce and enlarge the original image to accommodate copy paper size, and are available to the user when Lens Mode is selected from the Basic screen. The displayed ratios may be changed by the Key Operator as shown below.

□ Setting options: User Set or Preset ratio



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “ 2: Preset/user set ratio(s)”, and press [OK]. The Preset/user set ratio(s) setting screen will be displayed.
- 3 Press [F2 (USER SET)] to select USER SET 1, 2 or 3.
Enter a ratio from 50%~200%, using the keypad.
If a ratio under 50 is entered, 50% will be displayed.
If a ratio over 200 is entered, 200% will be displayed.
- 4 Press [OK] to complete the setting.
- 5 If no further changes are required, proceed to step 7.
- 6 If other initial setting changes are required, press [F4 (PREV)] to return to the Key operator mode screen.
- 7 Turn power OFF.
- 8 Turn the copier power switch back ON to perform copying operations.

NOTE: The Preset ratios are initially set to be unavailable for the user to change. Please contact your service representative, if required.

Key Operator Mode

ECM (Electronic Copy Monitor) Setting [3]

This function can only be accessed by the key operator after a unique ECM master key code is entered. The Electronic Copy Monitor allows you to monitor all copying activity by controlling password accounts.

This feature can track copier usage for individual users and/or accounts as well as limit access to the copier to authorized users. Copy quantity limits for specific accounts can also be set. Use the ECM Key Operator Form provided at the end of this section to record user password information.

The ECM stores up to 256 passwords, each of which represents a separate account that can be used for billing and record keeping. The number of users assigned to each password may depend upon the billing system in operation and the number of individuals and departments using the copier. When the ECM is activated, copying can be performed only after a valid 5-digit user password is entered.

If ECM needs to be activated on your machine, contact your service representative.

The following ECM settings can be made:

[1] Password Setting:

Create up to 256 individual passwords, 001~256.

[2] Count/Limit Setting:

Limit copy count for each password to a max. 999,999 copies.

[3] Reset ECM:

Read and clear the copy count and copy count limit for all or selected passwords. When each account is reset, the copy will automatically reset to zero.

[4] ECM ON/OFF Setting:

Select the function to be ON or OFF. The initial setting is OFF.

[5] Set Copy Limit-Machine Disable:

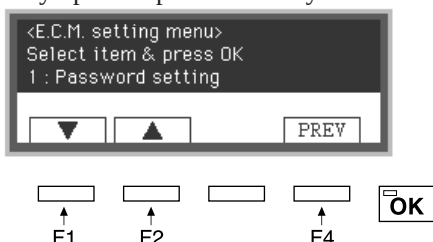
Set the machine condition when the copy limit is reached to stop immediately; or after a job is completed.

Key Operator Mode

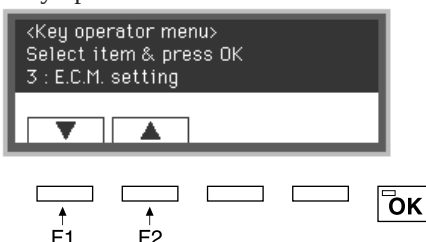
ECM (Electronic Copy Monitor) Setting [3] (continued)

ECM Setting Menu

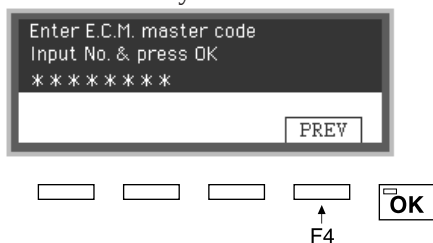
Key operator password entry screen



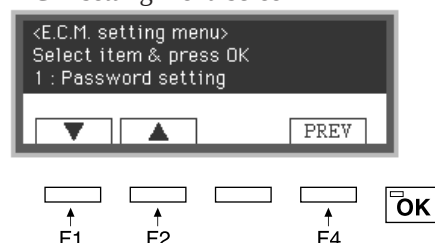
Key operator mode screen



ECM master key code screen



ECM setting menu screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK]. If the key operator password is not valid, check with your service representative.
- 2 Press [F1 (▼)] and [F2 (▲)] to display “ 3: E.C.M. setting”, and press [OK]. The ECM master key code screen displays, if a code is required.
- 3 Use the keypad to enter your 8-digit ECM master key code, then press [OK]. If the ECM master key code is valid, the ECM setting menu screen will be displayed.
- 4 Press [F1 (▼)] and [F2 (▲)] to select the desired ECM function. Follow instructions displayed on the screen, and press [OK] to complete the setting. (See procedures starting on the next page.)
- 5 To exit the ECM mode, press [F4 (PREV)] on ECM setting menu screen.
- 6 To exit the Key operator mode, turn the main power switch OFF.

Key Operator Mode

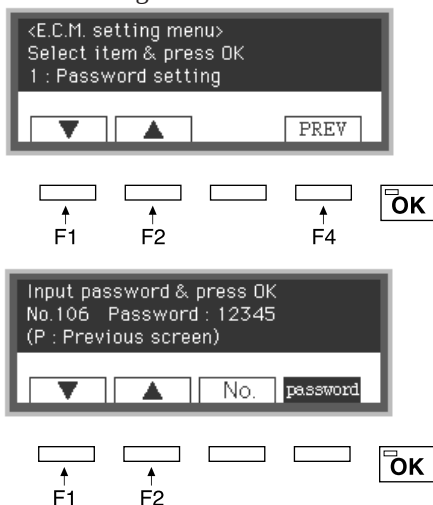
ECM (Electronic Copy Monitor) Setting [3] (continued)

Password Setting [1]

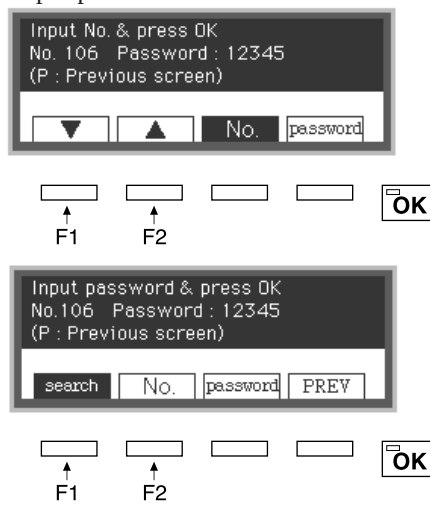
Create up to 256 individual passwords, from 001~256. Use the following procedure to create new or change existing passwords.

- ❑ User Password No.: Password No. from 001~256, designated by key operator.
- ❑ User Password: Unique 5-digit numeric code programmed by key operator for user.
- ❑ SEARCH PASSWORD: A password scrolling key used to check password status quickly.

ECM setting menu screen



Input password screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “ 3: E.C.M. setting”, and press [OK]. The ECM master key code screen displays, if a code is required.
- 3 Use the keypad to enter your 8-digit ECM master key code, then press [OK]. If the ECM master key code is valid, the ECM setting menu screen will be displayed.
- 4 Press [F1 (▼)] and [F2 (▲)] to display “1: Password setting” and press [OK]. The Input password screen will be displayed.
- 5 “No.” indicator will be highlighted. Press [F1 (▼)] and [F2 (▲)] to select a User password No. and press [OK].
- 6 “Password” indicator will be highlighted. Enter a 5-digit User password using the keypad.

Note: Do not enter “00000”. The initial password value is “00000”.

Key Operator Mode

ECM (Electronic Copy Monitor) Setting [3] (continued)

Password Setting [1] (continued)

- 7 Press [OK]. “search” indicator will be highlighted.
- 8 Press [F1 (search)] to check that the input password is not duplicated.
When the same password has not been used for another account number, “Password not used” will be displayed.
If searching is not necessary, simply proceed to step 9.
When the same password has been used for another account number, “Password used/ input new No.” will be displayed.
Enter a 5-digit password again, press [OK], and press [F1 (search)].

Note: It is possible to assign the same password to different account numbers. Note, however, that the number of copies will be counted only for the password with the smallest account number. Copy count for the other accounts will not be monitored. We recommend that you do not use duplicate passwords.
- 9 Check the account number and password displayed in the second line of the message display.

Note: We recommend that you make a list of all passwords and account numbers.
- 10 If no further changes are required, proceed to step 14.
- 11 Press [F3 (No.)] if you want to enter another password.
- 12 If other ECM setting are required, press [P] to return to the ECM setting menu screen.
Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[5].
- 13 If no other ECM settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 14 Turn power OFF.
- 15 Turn the copier power switch back ON to perform copying operations.

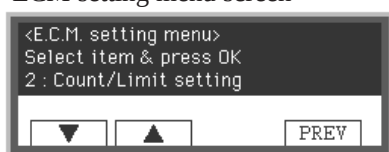
Key Operator Mode

ECM (Electronic Copy Monitor) Setting [3] (continued)

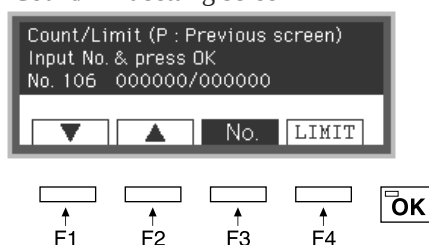
Count/Limit Setting [2]

Use this setting to limit copy count to a maximum of 999,999 copies for each password.

ECM setting menu screen



Count/limit setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “ 3: E.C.M. setting”, and press [OK]. The ECM master key code screen displays, if a code is required.
- 3 Use the keypad to enter your 8-digit ECM master key code, then press [OK]. If the ECM master key code is valid, the ECM setting menu screen will be displayed.
- 4 Press [F1 (▼)] and [F2 (▲)] to display “2: Count/Limit setting” and press [OK]. The Count/limit setting screen will be displayed. “No.” indicator is highlighted.
- 5 Use [F1 (▼)] and [F2 (▲)] to display a User password No. from 001~256.
- 6 Press [OK] to display the copy count and copy limit for that password.
To set a copy limit for the password, proceed to step 7.
To just read the copy count, and record it for billing purposes, proceed to step 9.
- 7 To set the copy limit for that password, press [F4 (LIMIT)].
- 8 Use the keypad to enter a 6-digit copy count limit.
- 9 Press [OK].
- 10 If no further changes are required, proceed to step 14.
- 11 Press [F3 (No.)] if you want to read another copy count.
- 12 If other ECM setting are required, press [P] to return to the ECM setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[5].
- 13 If no other ECM settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 14 Turn power OFF.
- 15 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

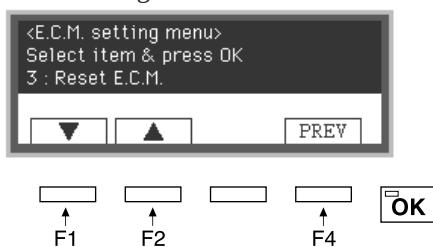
ECM (Electronic Copy Monitor) Setting [3] (continued)

Reset E.C.M. [3]

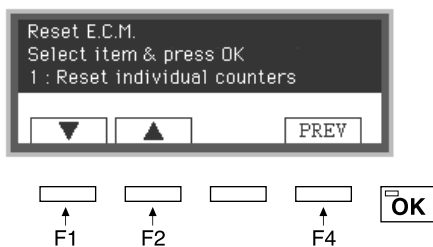
Reset ECM count of individual password Nos. or reset the count for all password Nos.

□ Setting options: Reset Individual Counters or Reset All Counters

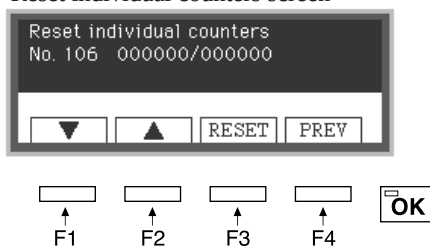
ECM setting menu screen



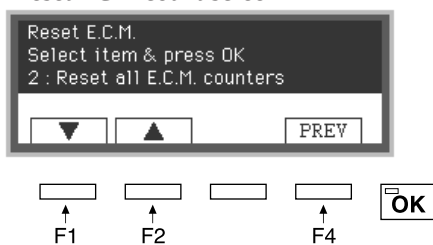
Reset ECM count screen



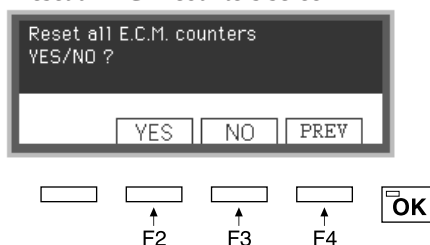
Reset individual counters screen



Reset ECM count screen



Reset all ECM counters screen



Key Operator Mode

ECM (Electronic Copy Monitor) Setting [3] (continued)

Reset E.C.M. [3] (continued)

- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “3: E.C.M. setting”, and press [OK]. The ECM master key code screen displays, if a code is required.
- 3 Use the keypad to enter your 8-digit ECM master key code, then press [OK].
If the ECM master key code is valid, the ECM setting menu screen will be displayed.
- 4 Press [F1 (▼)] and [F2 (▲)] to display “3: Reset E.C.M.” and press [OK]. The Reset ECM count screen will be displayed.

To reset individual counters;

- (1) Press [F1 (▼)] and [F2 (▲)] to display “1: Reset individual counters” and press [OK].
The Reset individual counters screen will be displayed.
- (2) Use [F1 (▼)] and [F2 (▲)] to display a User password No. from 001~256.
- (3) Press [OK] to display the copy count and copy limit for that password.
- (4) Press [F3 (RESET)] to reset the count to zero for the password No. The number will be indicated in the second line of the message area.

To reset all counters;

- (1) Press [F1 (▼)] and [F2 (▲)] to display “2: Reset all E.C.M. counters” and press [OK].
The Reset all ECM counters screen will be displayed.
- (2) Press [F2 (YES)] to reset all counts to zero, and automatically return to the ECM setting menu screen. Or, press [F3 (NO)].

- 5 If no further changes are required, proceed to step 9.
- 6 Press [F4 (PREV)] to the ECM setting menu screen.
- 7 If other ECM setting are required, press [F4 (PREV)] to return to the ECM setting menu screen. Press [F1 (▼)] and [F2 (▲)] to display select another menu item from [1]~[5].
- 8 If no other ECM settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 9 Turn power OFF.
- 10 Turn the copier power switch back ON to perform copying operations.

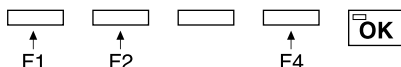
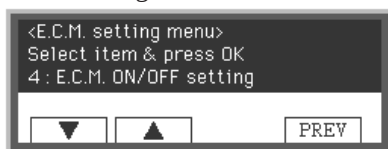
Key Operator Mode

ECM (Electronic Copy Monitor) Setting [3] (continued)

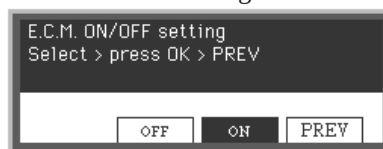
ECM ON/OFF Setting [4]

Use this function to turn ECM ON or OFF.

ECM setting menu screen



ECM ON/OFF setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “3: E.C.M. setting”, and press [OK]. The ECM master key code screen displays, if a code is required.
- 3 Use the keypad to enter your 8-digit ECM master key code, then press [OK].
If the ECM master key code is valid, the ECM setting menu screen will be displayed.
- 4 Press [F1 (▼)] and [F2 (▲)] to display “4: E.C.M. ON/OFF setting” and press [OK]. The ECM ON/OFF setting screen will be displayed. The default setting is ON.
- 5 Press [F3 (ON)] to activate ECM, or press [F2 (OFF)] to de-activate ECM.
The selected indicator will be highlighted.
- 6 If no further changes are required, proceed to step 10.
- 7 Press [F4 (PREV)] to the ECM setting menu screen.
- 8 If other ECM setting are required, press [F4 (PREV)] to return to the ECM setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item from [1]~[5].
- 9 If no other ECM settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 10 Turn power OFF.
- 11 Turn the copier power switch back ON to perform copying operations.

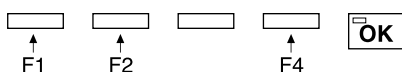
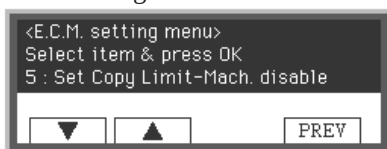
Key Operator Mode

ECM (Electronic Copy Monitor) Setting [3] (continued)

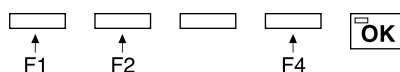
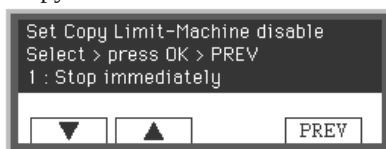
Set Copy Limit-Machine Disable [5]

Use this function to select whether the copier will stop immediately when the count limit is reached; or display a warning; or complete the copy job before stopping when the maximum copy count is reached.

ECM setting menu screen



Copy limit-machine disable screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “ 3: E.C.M. setting”, and press [OK]. The ECM master key code screen displays, if a code is required.
- 3 Use the keypad to enter your 8-digit ECM master key code, then press [OK]. If the ECM master key code is valid, the ECM setting menu screen will be displayed.
- 4 Press [F1 (▼)] and [F2 (▲)] to display “5: Set Copy Limit-Mach. disable” and press [OK]. The Copy limit-machine disable screen will be displayed.
- 5 Select setting option:
Press [F1 (▼)] and [F2 (▲)] to display “1: Stop immediately”, and press [OK] to stop the copier when the copy limit is reached. In this case, the paper in process will be completed, and Enter password will display after the copier stops.
Press [F1 (▼)] and [F2 (▲)] to display “2: Stop after job”, and press [OK] to stop the copier after the current job is completed, when copy limit is reached.
Press [F1 (▼)] and [F2 (▲)] to display “3: Over copy limit warning”, and press [OK] not to stop the copier but to display the copy limit reached.
- 6 If no further changes are required, proceed to step 9.
- 7 If other ECM setting are required, press [F4 (PREV)] to return to the ECM setting menu screen. Press [F1 (▼)] and [F2 (▲)] to display select another menu item, from [1]~[5].
- 8 If no other ECM settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 9 Turn power OFF.
- 10 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

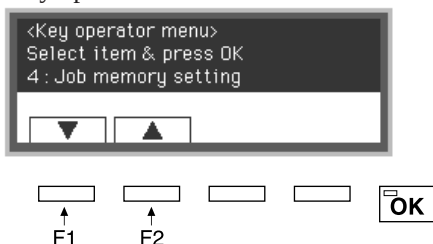
Job Memory Setting [4]

Use this function to lock or delete a Job that has been programmed.

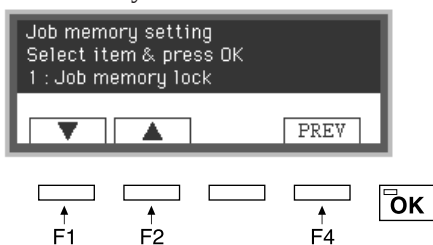
A locked Job is indicated by a lock icon on the job number of the Job Memory selection screen. The settings of a locked job cannot be changed.

- ☐ Setting options: Lock Job memory; Delete Job memory
- ☐ Lock/delete is available for all 12 stored jobs
- ☐ Job lock is available only for named jobs
- ☐ A blank key indicates that no job is programmed

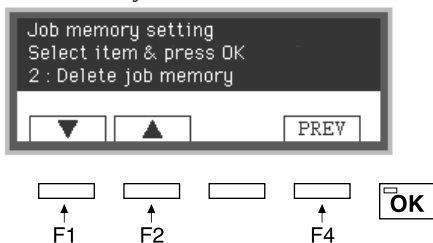
Key operator mode screen



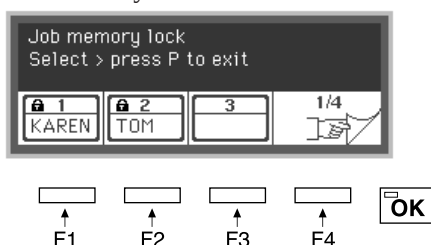
Job memory menu screen



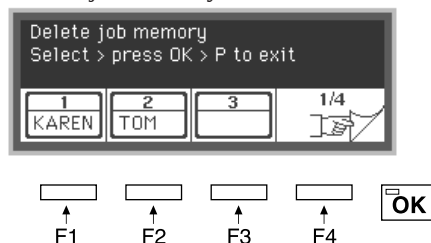
Job memory menu screen



Job memory lock screen



Delete job memory screen



Key Operator Mode

Job Memory Setting [4] (continued)

- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “4: Job memory setting”, and press [OK]. The Job memory menu screen will be displayed.
- 3 To lock a job memory, press [F1 (▼)] and [F2 (▲)] to display “1: Job memory lock” and press [OK]. The Job memory lock screen will be displayed.
- 4 Press [F4] to scroll to the desired job number, press [F1]~[F3] to select the job number. The lock icon is displayed. The displayed lock icon is deleted.
- 5 To delete a job memory, press [F1 (▼)] and [F2 (▲)] to display “2: Delete job memory” and press [OK]. Delete job memory screen will be displayed.
- 6 Press [F4] to scroll to the desired job number, press [F1]~[F3] to select the job number. Stored programs and the name are deleted from the job.
- 7 If no further changes are required, proceed to step 10.
- 8 Press [P] to return to the Job memory menu screen.
- 9 If no other Job memory settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 10 Turn power OFF.
- 11 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

Screen Contrast Adjustment [5]

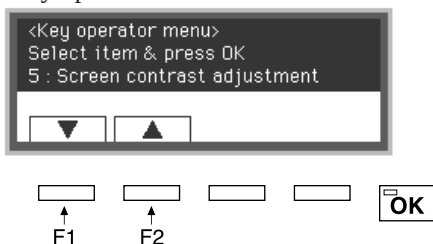
Use this feature to adjust the level of brightness of the LCD screen.

Press [F2 (▼)] key to make the LCD screen contrast darker than currently displayed.

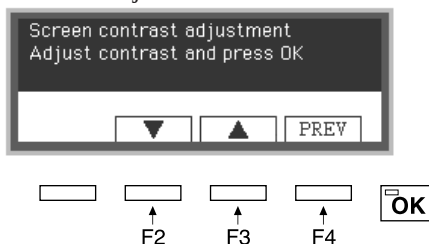
Press [F3 (▲)] key to make the LCD screen contrast lighter than currently displayed.

□ Setting options: Darker; Lighter

Key operator mode screen



Contrast adjustment screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “5: Screen contrast adjustment”, and press [OK].
The Contrast adjustment screen will be displayed.
- 3 Press [F2 (▼)] or [F3 (▲)], as desired.
- 4 Press [OK] to complete the selection.
- 5 If no further changes are required, proceed to step 7.
- 6 Press [F4 (PREV)] to return to the Key operator mode screen.
- 7 Turn power OFF.
- 8 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

OK Key Timer Setting [6]

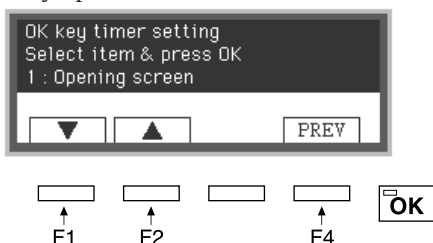
This function automatically activates the [OK] key without the necessity of manual pressing. The function restores the Basic screen after 5, 10, or 15 sec. have elapsed; when the layer screen of the Basic screen displays; or 0.5, 1, or 1.5 sec. after the Function [F1]~[F4] keys are pressed. Initially, this function is not set.

- Setting options: Opening screen (OFF, 5 seconds, 10 seconds, 15 seconds)
Press function key (OFF, 0.5 seconds, 1.0 seconds, 1.5 seconds)

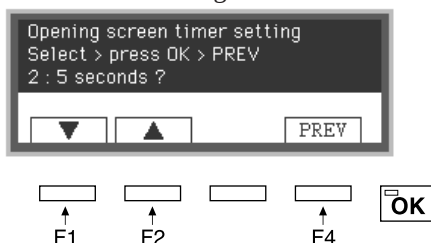
Key operator mode screen



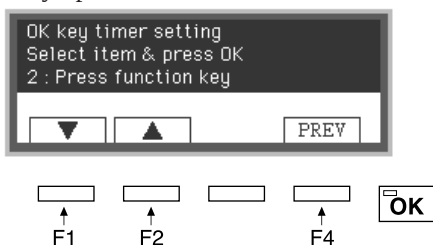
Key operator mode screen



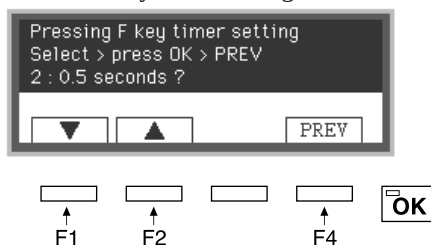
Screen timer setting screen



Key operator mode screen



Function key timer setting screen



Key Operator Mode

OK Key Timer Setting [6] (continued)

- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “6: OK key timer setting”, and press [OK]. The OK Timer Setting screen will be displayed.
- 3 Press [F1 (▼)] and [F2 (▲)] to display “1: Opening screen” or “2: Press function key”, and press [OK].
- 4 Set the period of time.

To display the Screen timer setting screen, press [OK] when “1: Opening screen” is displayed.

Press [F1 (▼)] and [F2 (▲)] to display “1: OFF”, “2: 5 seconds”, “3: 10 seconds”, or “4: 15 seconds”, then press [OK].

To display the Function key timer setting screen, press [OK] when “2: Press function key” is displayed.

Press [F1 (▼)] and [F2 (▲)] to display “1: OFF”, “2: 0.5 seconds”, “3: 1.0 seconds”, or “4: 1.5 seconds”, then press [OK].

- 5 If no further changes are required, proceed to step 7.
- 6 Press [F4 (PREV)] to return to the Key operator mode screen.
- 7 Turn power OFF.
- 8 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

Weekly Timer Functions [7]

This function can be accessed only by key operator after a unique 4-digit Weekly timer master key code is entered.

The Weekly Timer option is a copier management function that shuts down power to the machine on a daily or hourly basis, and can be programmed specifically for lunch breaks, weekends and holidays, or any time the copier is not required.

In Addition, Timer Interrupt can be enabled (with or without a password requirement) to allow temporary use of the machine during periods when power is shut down by the Timer function.

Conditions required to use the Weekly Timer

- The power plug is inserted into the socket.
- The power switch is turned on.
- The current date and time are correctly set.

If the Weekly timer needs to be activated on your machine, contact your service representative.

The following Weekly timer settings can be made.

[1] Weekly Timer ON/OFF Setting

Enable and disable the Timer function

[2] Summertime Setting

Set the Summertime.

[3] Date, Time Setting

Set the current date and time.

[4] Set Weekly ON/OFF Timer

Specify the times that the copier will turn ON and OFF for each day of the week or the entire week.

[5] Specify Copier Working Days

Specify the working days of the machine by the timer, for all Mondays through Sundays.

[6] Machine Working Day Setting

Specify the working days of the machine by the timer, individually for each day of the given month

[7] Lunch Hour ON/OFF Setting

Specify the lunch time interval during which the copier will go off and on.

[8] Timer Off Password

Require Password entry for the Timer off function and establish the amount of usage time.

NOTES:

1. The time is set in terms of the 24 hour clock, where hour [1] is the first hour after midnight; and hour [24] is the hour of midnight. For example, 6 a.m. is 06:00 hours; 6 p.m. is 18:00 hours.
2. The [AUTO RESET] key is used to change numbers determined by the [OK] key, or to exit from the timer setting mode.
3. The [STOP/CLEAR] key is used to return to the previous menu.

Key Operator Mode

Weekly Timer Functions [7] (continued)

Weekly Timer Setting Menu

Key operator password entry screen

<Key operator mode>
Input password & press OK

Four input fields for a 4-digit password, followed by an OK button.

Weekly timer mode selection screen

<Key operator menu>
Select item & press OK
7 : Weekly timer setting

Two arrow buttons (F1 and F2) for selection, followed by an OK button.

Weekly timer master key code screen

Enter weekly timer master code
Input No. & press OK
* * * *

Four input fields for a 4-digit master key code, followed by a PREV button and an OK button.

Weekly timer setting menu screen

<Weekly timer setting menu>
Select item & press OK
1 : Weekly timer ON/OFF setting

Two arrow buttons (F1 and F2) for selection, followed by a PREV button and an OK button.

- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “7: Weekly timer setting”, and press [OK].
- 3 If prompted, use the keypad to enter your 4-digit Weekly timer master key code, then press [OK]. If the code is valid, the Weekly timer setting menu will be displayed. (See note.)
- 4 Press [F1 (▼)] and [F2 (▲)] to select the desired Weekly timer function, and make settings, as required.
- 5 To exit the Weekly timer mode, press [F4 (PREV)].
- 6 To exit the Key operator mode, turn the main power switch OFF.

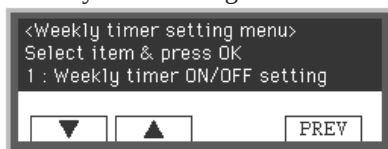
NOTE: If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

Key Operator Mode

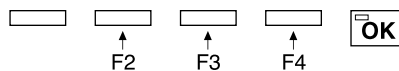
Weekly Timer Functions [7] (continued)

Weekly Timer ON/OFF Setting [1]

Weekly timer setting menu screen



Weekly timer ON/OFF setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “7: Weekly timer setting”, and press [OK].
- 3 If prompted, use the keypad to enter your 4-digit Weekly timer master key code, then press [OK]. If the code is valid, the Weekly timer setting menu screen will be displayed. (See note.)
- 4 Press [F1 (▼)] and [F2 (▲)] to display “1: Weekly timer ON/OFF setting” mode, then press [OK] to display the Weekly timer ON/OFF setting screen.
- 5 Press [F3 (ON)] to activate Weekly timer, or press [F2 (OFF)] to de-activate Weekly timer. The default setting is OFF.
The selected indicator will be highlighted.
- 6 If no further changes are required, proceed to step 9.
- 7 If other Weekly timer settings are required, press [F4 (PREV)] to return to the Weekly timer setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[8].
- 8 If no other Weekly timer settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 9 Turn power OFF.
- 10 Turn the copier power switch back ON to perform copying operations.

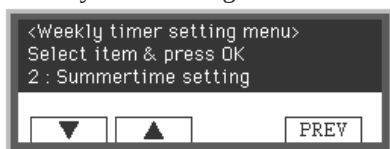
NOTE: If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

Key Operator Mode

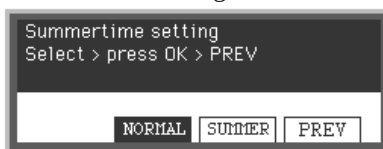
Weekly Timer Functions [7] (continued)

Summertime Setting [2]

Weekly timer setting menu screen



Summertime setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “7: Weekly timer setting”, and press [OK].
- 3 If prompted, use the keypad to enter your 4-digit Weekly timer master key code, then press [OK]. If the code is valid, the Weekly timer setting menu screen will be displayed. (See note.)
- 4 Press [F1 (▼)] and [F2 (▲)] to display “2: Summertime setting” mode, then press [OK] to display the Summertime setting screen.
- 5 Press [F3 (SUMMER)] to activate summertime, or press [F2(NORMAL)] to de-activate summertime. The default setting is NORMAL. The selected indicator will be highlighted.
- 6 If no further changes are required, proceed to step 9.
- 7 If other Weekly timer settings are required, press [F4 (PREV)] to return to the Weekly timer setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[8].
- 8 If no other Weekly timer settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 9 Turn power OFF.
- 10 Turn the copier power switch back ON to perform copying operations.

NOTE: If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

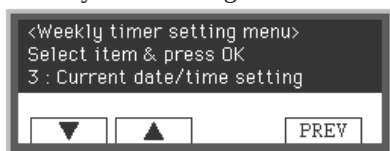
Key Operator Mode

Weekly Timer Functions [7] (continued)

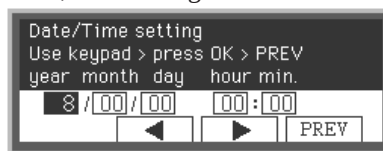
Date, Time Setting [3]

Set the current date and time correctly as shown below. Improper functions of the timer may inhibit copying performance and energy conservation.

Weekly timer setting menu screen



Date, time setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “7: Weekly timer setting”, and press [OK].
- 3 If prompted, use the keypad to enter your 4-digit Weekly timer master key code, then press [OK]. If the code is valid, the Weekly timer setting menu screen will be displayed. (See note.)
- 4 Press [F1 (▼)] and [F2 (▲)] to display “3: Date, Time setting” mode, then press [OK] to display the Date, time setting screen.
- 5 Press [F2 (t)] and [F3 (s)] to highlight the number under the month indicator. Input the month using the keypad, and press [OK]. (Setting example: Nov. is 11)
- 6 Press [F2 (t)] and [F3 (s)] to highlight the number under day indicator. Input the day using the keypad, and press [OK]. (Setting example: day 8 is 08)
- 7 Press [F2 (t)] and [F3 (s)] to highlight the number under the year indicator. Input the year using the keypad, and press [OK]. (Setting example: year 2002 is 02)
- 8 Using the keypad, input hours and minutes in order.
(Setting example: 6 p.m. is 18, and 8 minutes is 08.)
- 9 If no further changes are required, proceed to step 12.
- 10 If other Weekly timer settings are required, press [F4 (PREV)] to return to the Weekly timer setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[8].
- 11 If no other Weekly timer settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 12 Turn power OFF.
- 13 Turn the copier power switch back ON to perform copying operations.

NOTE: If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

Key Operator Mode

Weekly Timer Functions [7] (continued)

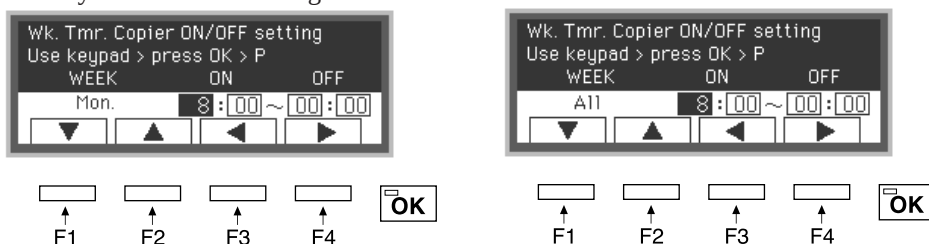
Set Weekly ON/OFF Timer [4]

Use the Timer Setting to set the ON/OFF times in hours and minutes for each day of the week or set the collective time for the entire week, i.e., the same ON/OFF time for each day.

Weekly timer setting menu screen



Weekly ON/OF timer setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “7: Weekly timer setting”, and press [OK].
- 3 If prompted, use the keypad to enter your 4-digit Weekly timer master key code, then press [OK]. If the code is valid, the Weekly timer setting menu screen will be displayed. (See note.)
- 4 Press [F1 (▼)] and [F2 (▲)] to display “4: Set weekly ON/OFF timer” mode, then press [OK] to display the Weekly ON/OFF timer setting screen.
- 5 When the screen is displayed, the hour section of ON-hour of Monday is highlighted.
 - To set ON/OFF time for each day of the week, proceed to step 6.
 - To set ON/OFF time collectively for the entire week, proceed to step 9.

NOTE: If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

Key Operator Mode

Weekly Timer Functions [7] (continued)

Set Weekly ON/OFF Timer [4] (continued)

- 6 Input the ON/OFF hour for Monday using the keypad.
Using the 24-hour system, enter the hour in 2 digits. (Setting example: 2 p.m. is 14)
Enter the minutes in 2 digits. (Setting example: 7 minutes is 07)

NOTES

- If ON-time and OFF-time are the same, power will not go on.
- If you enter the number incorrectly, press [STOP/CLEAR] and enter the correct number.
- If the [OK] is pressed before completing the setting, the changes made previously will be valid.

- (1) Enter the ON-hour and press [F4 (S)]. The ON-minute section will be highlighted.
(2) Enter the ON-minute and press [F4 (S)]. The OFF-hour section will be highlighted.
(3) Enter the OFF-hour and press [F4 (S)]. The OFF-minute section will be highlighted.
(4) Enter the OFF-minute and press [OK].

- 7 Press [F1 (▼)] to display “TUE” in the day section.
Enter the ON/OFF timer for Tuesday.
- 8 Repeat steps 6 and 7 to enter the ON/OFF time for each day of the week.
- 9 To set the ON/OFF time for all days of the week, press [F1 (▼)] and [F2 (▲)] to display “All” in the day section.
- 10 Enter the ON/OFF time using the keypad, by referring to step 6.
- 11 If no further changes are required, proceed to step 14.
- 12 If other Weekly timer settings are required, press [P] to return to the Weekly timer setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[8].
- 13 If no other Weekly timer settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 14 Turn power OFF.
- 15 Turn the copier power switch back ON to perform copying operations.

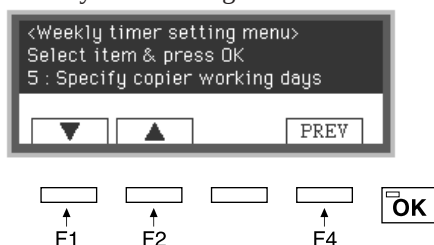
Key Operator Mode

Weekly Timer Functions [7] (continued)

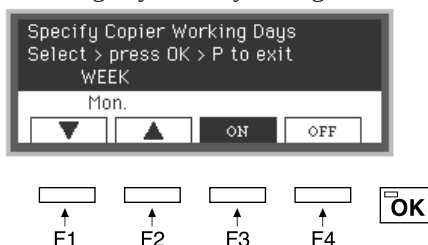
Specify Copier Working Days [5]

Set the working days of the machine collectively, for all Mondays through Sundays.
The default setting is timer-ON for Mondays through Saturdays, and timer-OFF for Sundays.

Weekly timer setting menu screen



Working days weekly setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “7: Weekly timer setting”, and press [OK].
- 3 If prompted, use the keypad to enter your 4-digit Weekly timer master key code, then press [OK]. If the code is valid, the Weekly timer setting menu screen will be displayed. (See note.)
- 4 Press [F1 (▼)] and [F2 (▲)] to display “5: Specify Copier Working Days” mode, then press [OK] to display the Working days weekly setting screen.
- 5 “Mon” is displayed under “WEEK”, and “ON” indication is highlighted.
- 6 Press [F1 (▼)] and [F2 (▲)] to select the day of the week.
- 7 Press [F3 (ON)] or [F4 (OFF)] to set the copier timer-ON/-OFF for each day of the week.
- 8 If no further changes are required, proceed to the step 11.
- 9 If other Weekly timer settings are required, press [P] to return to the Weekly timer setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[8].
- 10 If no other Weekly timer settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 11 Turn power OFF.
- 12 Turn the copier power switch back ON to perform copying operations.

NOTE: If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

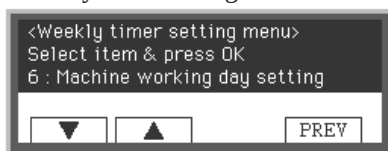
Key Operator Mode

Weekly Timer Functions [7] (continued)

Machine Working Day Setting [6]

Set the working days of the machine individually for each day of the given month.
The default setting is timer-ON for Mondays through Saturdays, and timer-OFF for Sundays in every month.

Weekly timer setting menu screen



Working days monthly setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “7: Weekly timer setting”, and press [OK].
- 3 If prompted, use the keypad to enter your 4-digit Weekly timer master key code, then press [OK]. If the code is valid, the Weekly timer setting menu screen will be displayed. (See note.)
- 4 Press [F1 (▼)] and [F2 (▲)] to display “6: Machine working day setting” mode, then press [OK] to display the Working days weekly setting screen.
A calendar is displayed on the screen, with the machine working days reversed.

NOTES:

- The upper line of the week displayed will include the current date.
- The calendar can be scrolled from 1996 to 2020.

- 5 Set the day to let the timer-ON/-OFF according to the calendar.
 - Press [F1 (▼)] and [F2 (▲)] to scroll to the desired month.
 - Press [F3 (t)] and [F4 (s)] to move the white dot displayed at the upper left corner of the numbered box that indicates the day of the month. To change the timer-ON/-OFF, press [OK]. The box with the white dot will be highlighted.
- 6 If no further changes are required, proceed to step 9.
- 7 If other Weekly timer setting are required, press [P] to return to the Weekly timer setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[8].
- 8 If no other Weekly timer settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 9 Turn power OFF.
- 10 Turn the copier power switch back ON to perform copying operations.

NOTE: If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

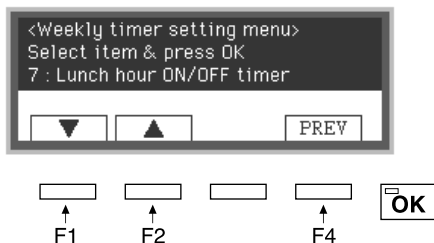
Key Operator Mode

Weekly Timer Functions [7] (continued)

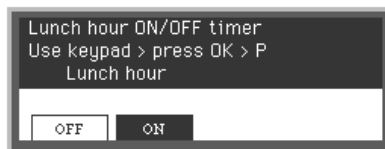
Lunch Hour ON/OFF Setting [7]

Set the lunch time interval during which the copier will go off and on. The copier ON and OFF time will be the same for each day of the week.

Weekly timer setting menu screen



Lunch hour ON/OFF timer setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “7: Weekly setting”, and press [OK].
- 3 If prompted, use the keypad to enter your 4-digit Weekly timer master key code, then press [OK]. If the code is valid, the Weekly timer setting menu screen will be displayed. (See note.)
- 4 Press [F1 (▼)] and [F2 (▲)] to display “7: Lunch hour ON/OFF timer” mode, then press [OK] to display the Lunch hour ON/OFF timer setting screen.
- 5 Press [F1 (OFF)] to activate Lunch hour ON/OFF timer, or press [F2 (ON)] to de-activate Lunch hour ON/OFF timer. The default setting is OFF.
Use the keypad to set OFF time and Re-start time, then press [OK].
(Setting example for the lunch time interval of 11:55 a.m. to 1:10 p.m.: Enter ZZ + [OK] + [F4 (s)], bb + [OK] + [F4 (s)], /z + [OK] + [F4 (s)], and z/ + [OK].)
- 6 If no further changes are required, proceed to step 9.

NOTE: If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

Key Operator Mode

Weekly Timer Functions [7] (continued)

Lunch Hour OFF Function [7] (continued)

- 7 If other Weekly timer settings are required, press [P] to return to the Weekly timer setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[8].
- 8 If no other Weekly timer settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 9 Turn power OFF.
- 10 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

Weekly Timer Functions [7] (continued)

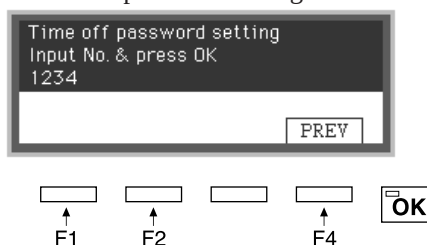
Time Off Password [8]

Use the Time Off Password Setting mode to establish a 4-digit password requirement for using the Time Off function. The default password of 0000 allows the timer function to be interrupted without the requirement for password entry.

Weekly timer setting menu screen



Time off password setting screen



- 1 While pressing [OK], turn power ON. Enter the key operator password then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “7: Weekly timer setting”, and press [OK].
- 3 If prompted, use the keypad to enter your 4-digit Weekly timer master key code, then press [OK]. If the code is valid, the Weekly timer setting menu screen will be displayed. (See note.)
- 4 Press [F1 (▼)] and [F2 (▲)] to display “8: Time off password” mode, then press [OK] to display the Time off password setting screen.
- 5 Input a new 4-digit password using the keypad, and press [OK] to complete the setting.
NOTE: When the password setting is 0000, timer interrupt can be used by turning the copier Off, then On.
- 6 If no further changes are required, proceed to step 9.
- 7 If other Weekly timer settings are required, press [P] to return to the Weekly timer setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[8].
- 8 If no other Weekly timer settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 9 Turn power OFF.
- 10 Turn the copier power switch back ON to perform copying operations.

NOTE: If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

Key Operator Mode

Memory Switch Setting [8]

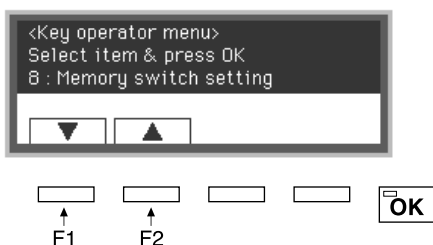
This function allows you to change the Memory Settings listed below. Underlined settings indicate factory settings. See pp.9-41 ~ 9-43 for details on Memory Settings.

SW No.	Item	Setting (default is underlined)
No. 1:	Auto Reset Timer	<u>OFF</u> / 30sec./1min./1.5min./2min./2.5min./3min.
No. 2:	Auto Low Power Timer	5min./10min./ <u>15min.</u> /30min./60min./90min./120min./240min.
No. 3:	Auto Shut Off Timer	30min./ <u>60min.</u> /90min./120min./240min.
No. 4:	AUTO/RESET Key Function	Full-Auto/ <u>Initial</u>
No. 5:	RADF-Original Effect	<u>Select RADF Only</u> / Select RADF+AUTO Key
No. 6:	Non-Image Area Erase	Erase Non-Image Area/ <u>Erase Non-Image Area in APS/AMS/</u> Not Erase Non-Image Area
No. 7:	RADF Frame Erasure Selection	<u>OFF</u> / ON (5mm)
No. 8:	Count Originals in 1-2 mode	Odd/Even Original Counter ON/ <u>Odd/Even Original Counter OFF</u>
No. 9:	Original Counts in Sheet Insertion mode	<u>Manual Input</u> / Original Auto-Count
No.10:	Automatic Tray Switching	<u>OFF</u> / ON
No.11:	Platen APS	OFF/ <u>ON</u>
No.12:	RADF APS	OFF/ <u>ON</u>
No.13:	ATS/APS Switch (Tray 1)	OFF/ <u>ON</u>
No.14:	ATS/APS Switch (Tray 2)	OFF/ <u>ON</u>
No.15:	ATS/APS Switch (Tray 3)	OFF/ <u>ON</u>
No.16:	ATS/APS Switch (Tray 4)	OFF/ <u>ON</u>
No.17:	ATS/APS Switch (Tray 5)	OFF/ <u>ON</u>
No.18:	Platen AMS	OFF/ <u>ON</u>
No.19:	RADF AMS	OFF/ <u>ON</u>
No.20:	Staple Mode Reset-Function	<u>OFF</u> / ON
No.21:	Job Memory-Auto Job Recall	<u>OFF</u> / ON
No.22:	Display for Moisture Paper	<u>OFF</u> / ON
No.23:	Paper in Sorter, Auto Reset	<u>Auto reset enable</u> /Auto reset disable
No.24:	OK Key LED Flash	<u>OFF</u> / ON
No.25:	Auto Shut Off Setting	OFF/ <u>ON</u>

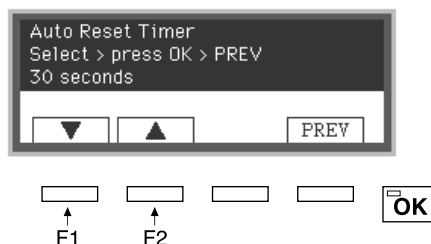
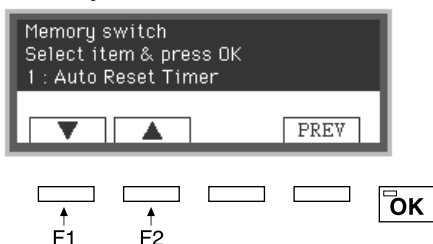
Key Operator Mode

Memory Switch Setting [8] (continued)

Key operator mode screen



Memory switch screen



- 1 While pressing [OK], turn power ON. Enter the key operator password, then press [OK].
- 2 Press [F1 (▼)] and [F2 (▲)] to display “8: Memory switch setting”, and press [OK]. The Memory item setting screen will be displayed.
- 3 Press [F1 (▼)] and [F2 (▲)] to change the setting of the item in lower line of the message, and press [OK]. The Memory content setting screen will be displayed.
- 4 Press [F1 (▼)] and [F2 (▲)] to select your desired setting content, and press [OK].
- 5 If no further changes are required, proceed to step 8.
- 6 If other Memory switch settings are required, press [F4 (PREV)] to return to the Memory item setting menu screen. Press [F1 (▼)] and [F2 (▲)] to select another desired menu item, from [1]~[25].
- 7 If no other Memory item settings are required, press [F4 (PREV)] to restore the Key operator mode screen.
- 8 Turn power OFF.
- 9 Turn the copier power switch back ON to perform copying operations.

Key Operator Mode

Memory Switch Setting [8] (continued)

The following functions can be provided by the Memory switch settings.

[1] Auto Reset Timer

Set the reset interval starting from the completion of a copying job until the machine returns to the initial condition.

[2] Auto Low Power Timer

The machine goes into the Power saving mode after a specified period of copier inactivity. (The timer starts just after the latest operation.)

[3] Auto Shut Off Timer

The copier automatically shuts off after a specified period of copier inactivity.

[4] AUTO/RESET Key Function

Set the condition of the following modes when Auto Reset is pressed; Copy mode, Copy density, Magnification, Tray selection.

[5] RADF-Original Effect

Set the machine condition for placing an original on the RADF in non-RADF mode with the RADF unit closed.

[6] Non-Image Area Erase

Set to delete non-image area.

[7] RADF Frame Erasure Selection

Set Frame erasure to function anytime in RADF mode.

[8] Count Originals in 1-2 mode

Select ON to activate the original count-function in 1-2 mode, to ensure the correct duplex result.

[9] Original Counts in Sheet Insert mode

Select ON to activate the original count-function in the sheet insertion mode.

[10] Automatic Tray Switching

When paper is depleted during a copying job, the copier continues copying by switching to another tray that contains the same size paper. When memory switches 13-17 are set to OFF, the copier does not switch to the corresponding tray even if ATS is ON.

Key Operator Mode

Memory Switch Setting [8] (continued)

[11] Platen APS

The copier automatically selects the same size copy paper as the original placed on the platen glass. (In reduction or enlargement mode, an appropriate paper size is selected according to the ratio selected.)

When memory switches 13-17 are set to OFF, the corresponding tray is not automatically selected even if the Platen APS function is ON.

[12] RADF APS

The copier automatically selects the same size copy paper as the original placed on the RADF. (In reduction/enlargement mode, an appropriate paper size is selected according to the ratio.) When memory switches 13-17 are set to OFF, the corresponding tray is not selected even if the RADF APS function is ON.

[13] ATS/APS Switch (Tray 1)

When this function is OFF, the machine will not switch to Tray 1 even if ATS is ON. Likewise, when this function is OFF, Tray 1 is not automatically selected even if Platen APS or RADF-APS (Memory Switch 11 or 12) is ON.

[14] ATS/APS Switch (Tray 2)

When this function is OFF, the machine will not switch to Tray 2 even if ATS is ON. Likewise, when this function is OFF, Tray 2 is not automatically selected even if Platen APS or RADF-APS (Memory Switch 11 or 12) is ON.

[15] ATS/APS Switch (Tray 3)

When this function is OFF, the machine will not switch to Tray 3 even if ATS is ON. Likewise, when this function is OFF, Tray 3 is not automatically selected even if Platen APS or RADF-APS (Memory Switch 11 or 12) is ON.

[16] ATS/APS Switch (Tray 4)

When this function is OFF, the machine will not switch to Tray 4 even if ATS is ON. Likewise, when this function is OFF, Tray 4 is not automatically selected even if Platen APS or RADF-APS (Memory Switch 11 or 12) is ON.

[17] ATS/APS Switch (Tray 5)

When this function is OFF, the machine will not switch to Tray 5 even if ATS is ON. Likewise, when this function is OFF, Tray 5 is not automatically selected even if Platen APS or RADF-APS (Memory Switch 11 or 12) is ON.

Key Operator Mode

Memory Switch Setting [8] (continued)

[18] Platen AMS

The copier detects the size of the platen original and selects the appropriate magnification ratio to correspond to the selected paper size.

[19] RADF AMS

After detecting the original size placed on the RADF the copier automatically selects an appropriate ratio for the copy when copy size is selected manually.

[20] Staple Mode Reset-Function

Staple mode is automatically canceled after a job is completed with Staple sort mode ON. (Sort mode is selected.)

[21] Job Memory Auto Job Recall

Job memory No.12 is automatically recalled when power is turned on or when Auto-reset is restored. This job recall function works only when Job No.12 is registered.

[22] Display for Moisture Paper

Activate or de-activate the display of “Moisture Paper” in the Application selection screen.

[23] Paper in Sorter, Auto Reset

Activate or de-activate the Auto reset function when the sorter is delivered with paper.

[24] OK Key LED Flash

Activate or de-activate the LED flash of [OK] key when the sub screen of the Basic screen is displayed.

[25] Auto Shut Off Setting

Activate or de-activate the Auto shut off function.

Section 10: Maintenance

Loading Paper

Adding Toner

Inserting a New Staple Cartridge

ST-217 In-Bin Stapler

Off-Line Stapler

Preventive Maintenance

Reading the PM Count

Reading the Total Count

Cleaning the Document Glass and Cover

Cleaning the Platen Glass

Cleaning the Inner Surface of the Document Cover

Cleaning with the Wire Cleaning Knob

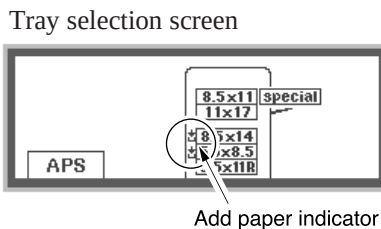
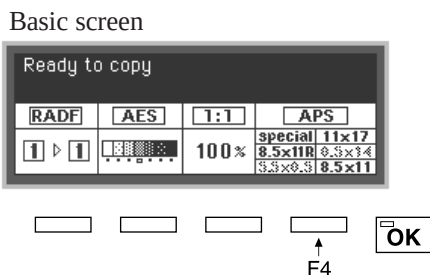
Maintenance

Loading Paper

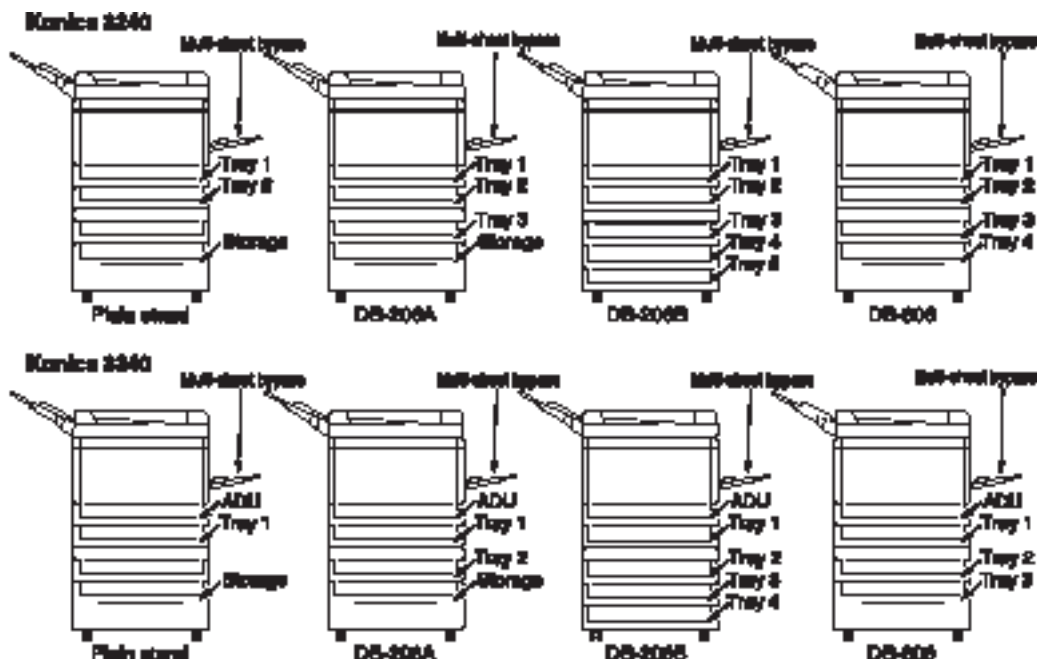
When an empty tray is selected automatically by APS, or manually from the Tray selection screen, the message “Please load paper in tray #” displays in the message area of the Basic screen.

Add paper indicator ()

Pressing [F4] key on the Basic screen displays the Tray selection screen. When the paper tray is empty, the Add paper indicator appears on the left side of the empty tray. Load the copy paper into the tray indicated.



Tray positions



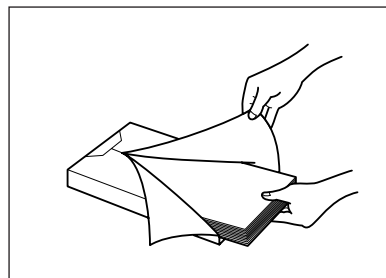
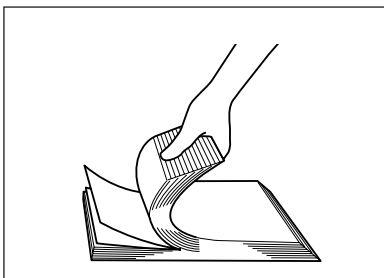
Maintenance

Loading Paper (continued)

Fanning paper

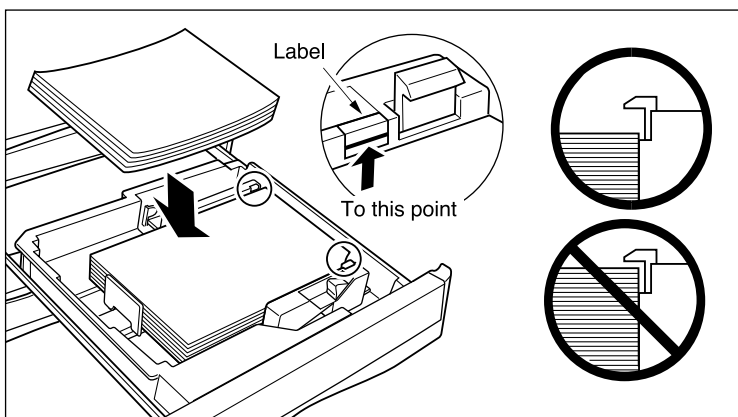
Before loading paper, fan it to prevent sheets from double-feeding.

NOTE: For best results, store paper on a flat surface in a cool dry area. Do not open paper packages until paper is needed and keep partially used packages tightly wrapped during storage.



Copy paper capacity

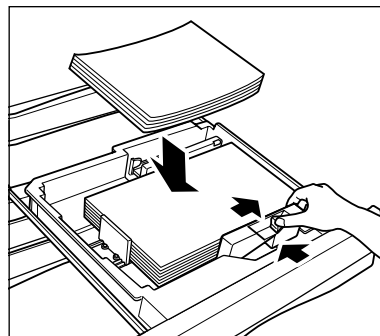
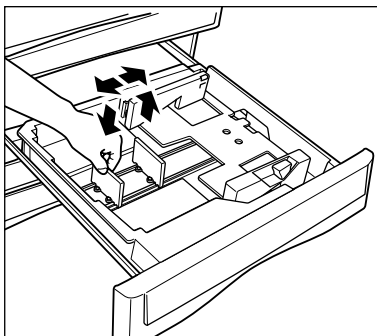
Be sure not to stack above the red line of the label.



Maintenance

Universal Tray (Konica 3240, Tray 2; Konica 3340, Tray 1)

Load paper with edges curling upward

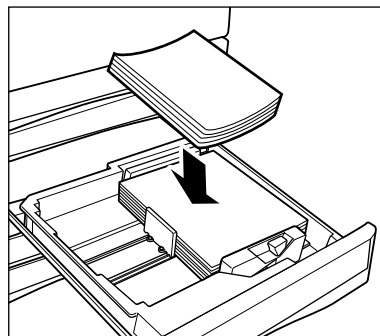


- 1 Withdraw the universal tray from the main body.
- 2 Remove the rear guide plate, and insert it into the position of your desired paper size.
NOTE: Be sure to align and set the rear guide plate to the paper; otherwise, the machine may malfunction.
- 3 Stack paper with curl side up.
- 4 While pressing the release knob, move the side guide plate against the paper.
- 5 Push in the universal tray until it locks into place.

Fixed Tray (Konica 3240, Tray 1, 3, 4 and 5; Konica 3340, Tray 2, 3 and 4)

Load paper with edges curling upward

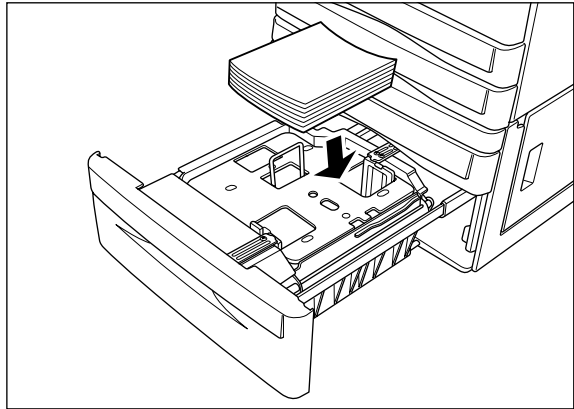
- 1 Withdraw the fixed tray.
- 2 Load paper with curl side up.
- 3 Load paper completely into the tray up to the hooks of the paper guides, but not above them.
NOTE: Do not load paper other than the paper size indicated at the front of the tray; otherwise, the machine may malfunction.
- 4 Push the tray into the machine until it locks into place.



Maintenance

LCT (Large Capacity Tray) (Konica 3240, Tray 4; Konica 3340, Tray 3)

Load paper with edges curling upward

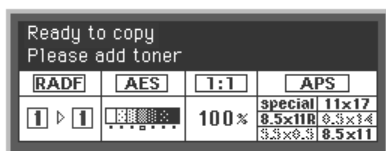


- 1 Withdraw the LCT.
- 2 Stack paper with curl side up.
The bottom of the tray will lower a bit due to the weight of stacked paper.
- 3 Push in the tray until it locks into place.

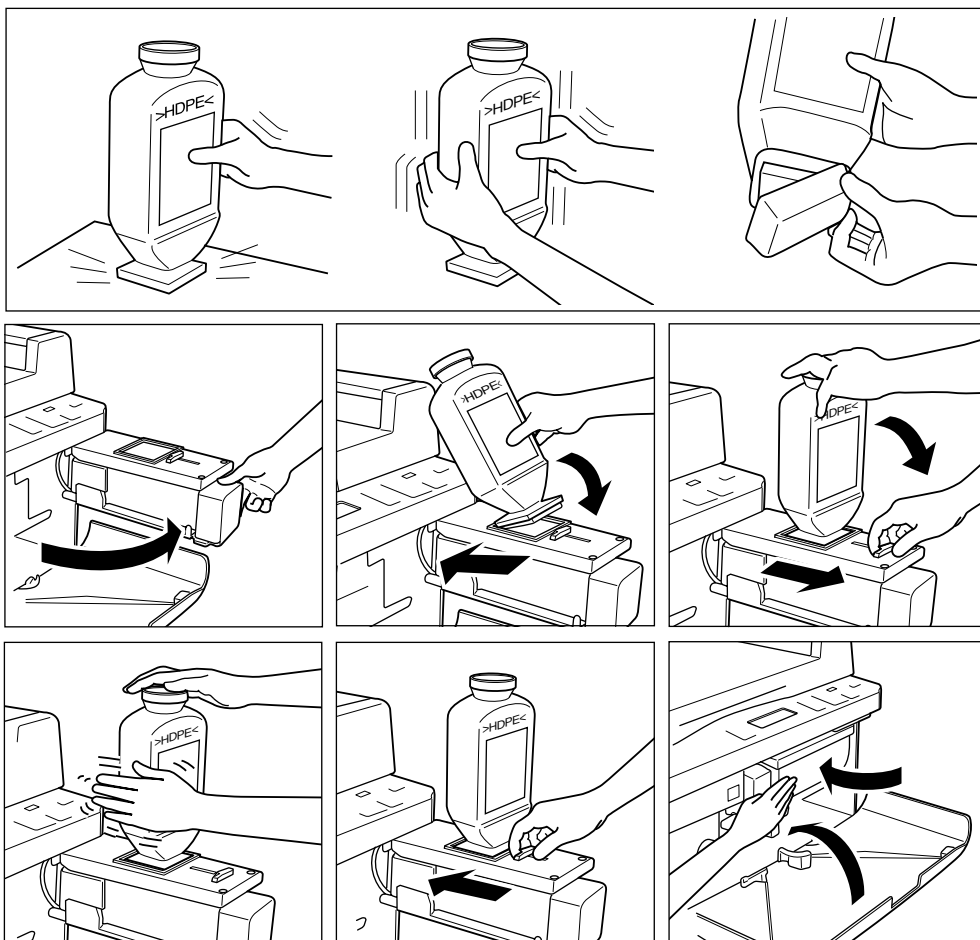
Maintenance

Adding Toner

When toner supply is low, the message “Please add toner” displays in the message area of the Basic screen. Add toner, as shown in the following procedure.



- ❑ Before adding toner, read directions on the toner cartridge label.



Maintenance

Adding Toner (continued)

- 1 Tap both top and bottom of the new toner cartridge on solid surface about 15 times, without removing the flexible outer cap.
- 2 Vigorously shake the new toner cartridge.
- 3 Remove the flexible outer cap.
- 4 Open the copier front door, and pull toner unit out 90° to the right.
- 5 Invert cartridge over the unit with the HDPE lettering toward you, inserting it at the rear, then at front, until the cartridge is fully seated over the unit.
- 6 Press the cartridge toward you and slowly slide the toner release lever fully toward you to release toner, then move the lever back and forth a few times alternating with Step 5.
- 7 Tap cartridge several times to free the toner, until cartridge is empty.
- 8 Remove and discard empty cartridge.
- 9 Push toner unit back to original position.
- 10 Close the copier front door.

NOTE: If toner gets on hands or clothing, brush it off vigorously. Do not use water.



CAUTION:

Keep toner cartridge away from children. Although the toner is non-toxic, do not inhale it or allow it to enter your eyes. In case the toner comes in contact with eyes, please consult your physician.

NOTE: HDPE stands for high density polyethylene, a post consumer recycled fiber material mainly used in the manufacture of this toner cartridge container. The empty container is recyclable in many locations.

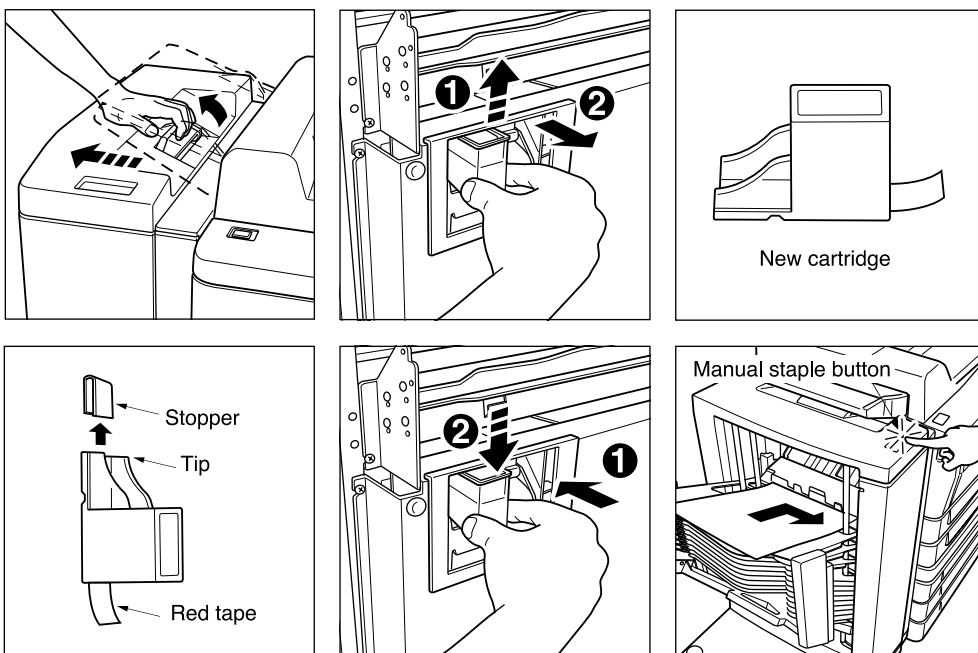
Maintenance

Inserting a New Staple Cartridge

ST-217 In-Bin Stapler

When staples are empty in sorter, the Replace staple cartridge message displays on the LCD screen.

Removing the Empty Cartridge and Inserting a New Staple Cartridge



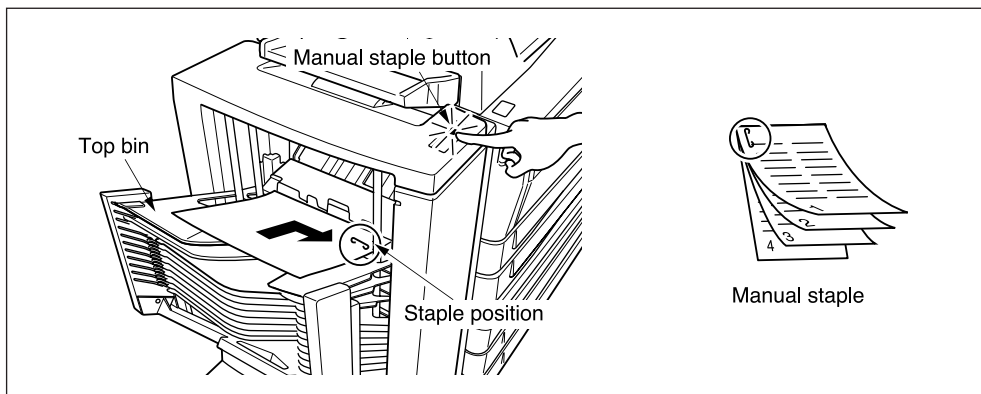
- 1 Pull the release lever upward, and move the ST-217 In-Bin Stapler Sorter to the left.
- 2 Gently pull the empty cartridge upward, and withdraw it.
- 3 Remove the stopper from the new cartridge while holding the cartridge with the tip (claw portion) upward. Also remove the red tape from the new cartridge.
- 4 Insert cartridge in correct position, then push it down. Return sorter to original position.
- 5 Before using the new staple cartridge, perform a manual stapling test (see p. 10-9).

Maintenance

Inserting a New Staple Cartridge (continued)

ST-217 In-Bin Stapler (continued)

Testing the New Staple Cartridge



- 1 Place a few sheets on the top bin.
The manual staple indicator will light.
- 2 Press the Manual staple button on the Sorter.
Stapling will be performed.

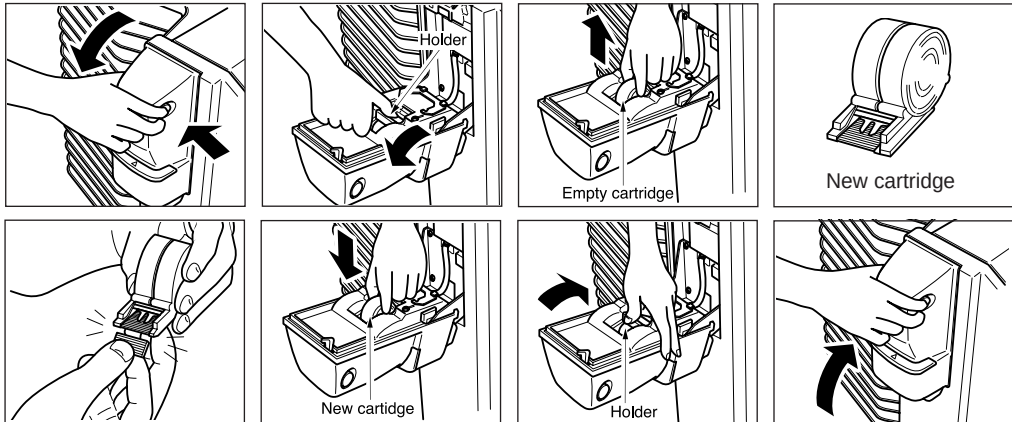
NOTE: The staple cartridge holds 5,000 Staples.

Maintenance

Inserting a New Staple Cartridge (continued)

Off-Line Stapler

Removing the Empty Cartridge and Inserting a New Cartridge



- 1 Press the stapler release button, and open the stapler unit.
- 2 Press the cartridge holder in the direction of the arrow.
- 3 Remove the empty cartridge.
- 4 Check the new staple cartridge and remove any protruding staples.
- 5 Insert the new cartridge.
- 6 Press cartridge holder to lock cartridge in position.
- 7 Close the stapler unit.

Testing the New Staple Cartridge

Insert the corner or the side of a few sheets into the Stapler (see p. 6-12). The sheets will be stapled, if the cartridge is in the correct position. If stapling is unsuccessful, repeat the procedure for replacing the Stapler.

NOTE: The staple cartridge holds 5,000 Staples.

Maintenance

Cleaning the Document Glass and Cover

Clean the platen glass and inner surface of the document cover daily, to prevent soil marks from being copied. Consult your Konica representative about using an anti-static spray on the inner surface of the document cover, to prevent static charge from generating.

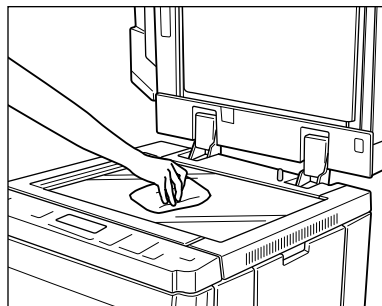


CAUTION

Never use paint solvents, such as benzene or thinners, to clean any portion of the copier. To avoid copier damage, do not pour or spray water or cleaner directly on the platen glass. Do not use any abrasive cleaners to clean the glass.

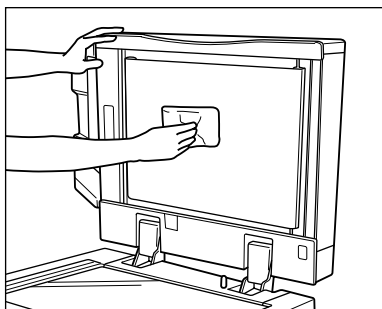
Cleaning the Platen Glass

- 1 Raise the document cover.
- 2 Clean the glass with a clean soft cloth, dampened slightly with water or an anti-static cleaner.



Cleaning the Inner Surface of the Document Cover

- 1 Raise the document cover.
- 2 Clean the inner surface with a clean soft cloth.

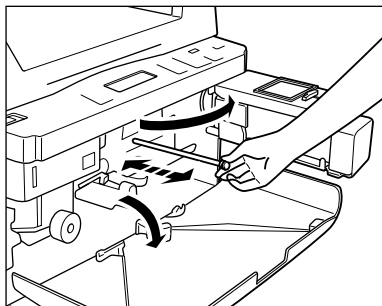


Cleaning with the Wire Cleaning Knob

If white lines appear on the copy image, use the following operation.

- 1 Open the copier front door, and pull toner unit 90° to the right.
- 2 Slide the wire cleaning knob (green knob) in and out 2 or 3 times.

After finishing, push the wire cleaning knob inside completely. Then push toner unit back to original position.



Section 11: Troubleshooting

Call for Service

Clearing Mishandled Paper

Clearing a Wedged Staple from the Off-Line Stapler Unit

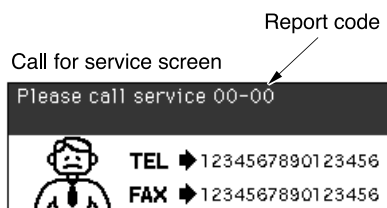
Copying Tips

Troubleshooting

Call for Service

A Call for Service message indicates a machine condition that requires the attention of your Konica service representative.

- 1 Immediately make note of the report code indicated in the upper portion of the screen.
- 2 Turn OFF the main power switch.
- 3 Unplug the machine.
- 4 Contact your Konica service representative and report the condition and report code.



If the message “Press P KEY to bypass” is displayed on the Call for service screen, copying on paper in the trays or using ADF/ADU which are free from trouble is still available. Press [P], and turn OFF then ON the power switch.



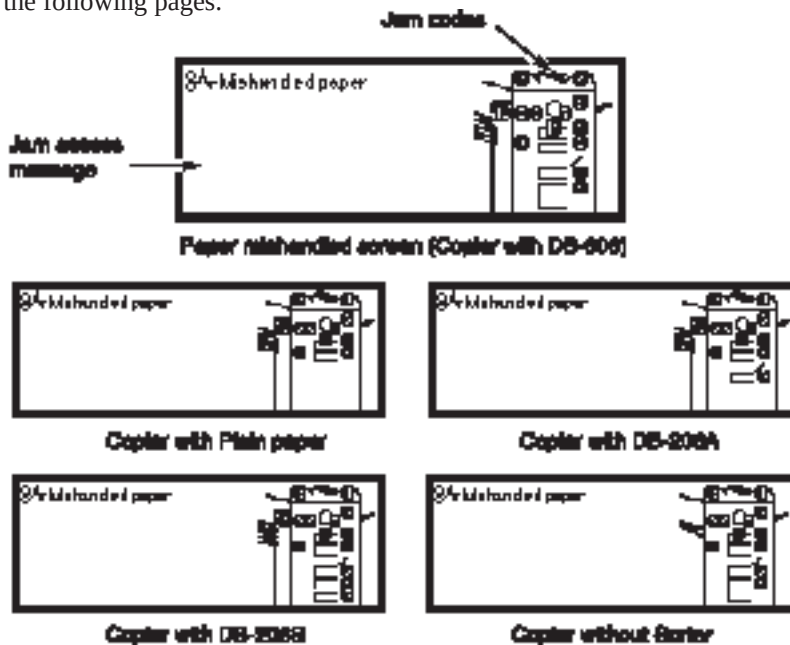
CAUTION:

EVEN IF THE COPYING JOB CAN BE CONTINUED WITH THE ABOVE OPERATION, IMMEDIATELY CONTACT YOUR KONICA SERVICE REPRESENTATIVE WHEN THE CALL FOR SERVICE SCREEN IS DISPLAYED.

Troubleshooting

Clearing Mishandled Paper

When a paper misfeed occurs, the copier stops making copies; mishandled paper codes display on the screen to indicate misfeed area(s); and a flashing code indicates the area that should be cleared first. Be sure to remove paper from each flashing location until all locations are cleared. See procedures on the following pages.



The following mishandled paper codes display for 13 specific areas of the machine (see callouts).

Code	Location
[1]	Tray 1 (Konica 3240), ADU (Konica 3340)
[2]	Tray 2 (Konica 3240), Tray 1 (Konica 3340)
[3]	Tray 3 (Konica 3240), Tray 2 (Konica 3340)
[4]	Tray 4 (Konica 3240), Tray 3 (Konica 3340)
[5]	Tray 5 (Konica 3340)
[6]	Multi-sheet bypass and Main body
[7]	Main body
[8]	Main body or ADU
[9]	Main body or ADU
[10]	Main body or ADU
[11]	ADU
[12]	Sorter
[13]	RADF
[14]	RADF

Troubleshooting

Clearing Mishandled Paper (continued)



CAUTION:

When removing mishandled paper, be sure to leave no torn paper inside the machine, avoid touching the drum or scratching it in any way, and keep all metal and magnetic objects, e.g., watches, jewelry, etc. away from the drum area.



CAUTION:

The fixing unit is internally very hot. To avoid getting burned DO NOT TOUCH the area. Use care when withdrawing the fixing unit.



CAUTION:

The paper exit unit of the main body (outlet of fixing unit) is very hot. To avoid getting burned DO NOT TOUCH the area.



CAUTION:

Use care after opening the duplex tray. Keep fingers away from the closing area.



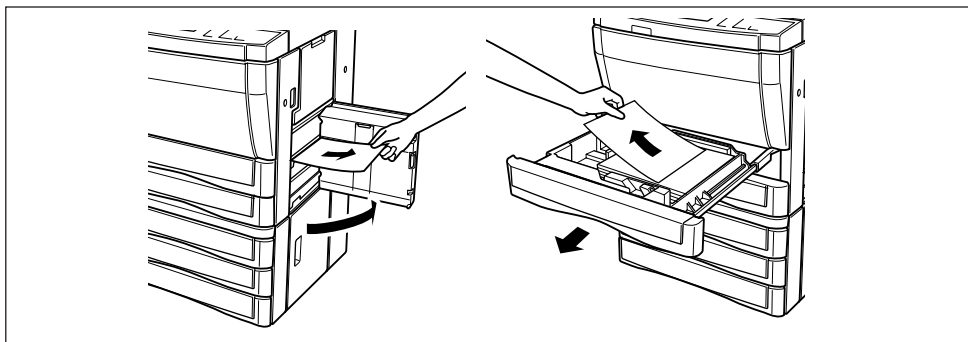
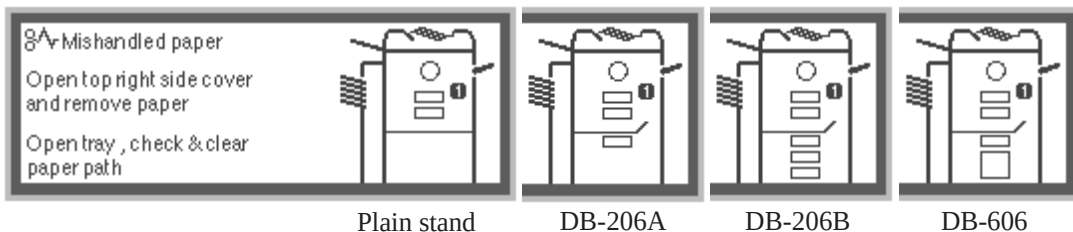
CAUTION:

The drum unit generates high voltage. To avoid bodily electrical shock NEVER TOUCH the area.

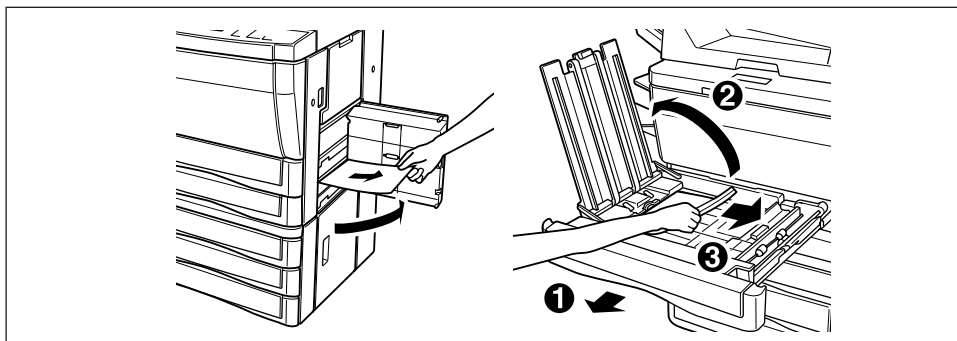
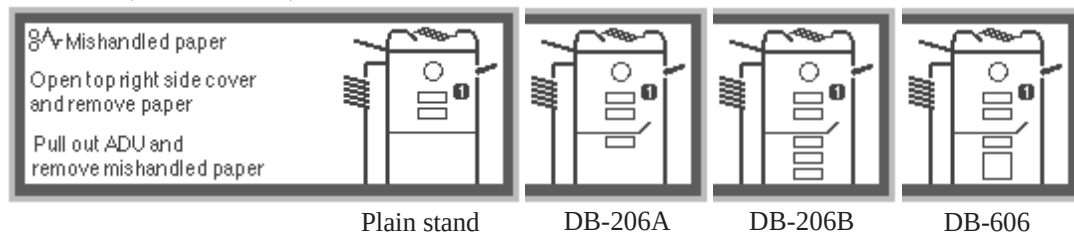
Troubleshooting

Clearing Mishandled Paper (continued)

Code z (Konica 3240)



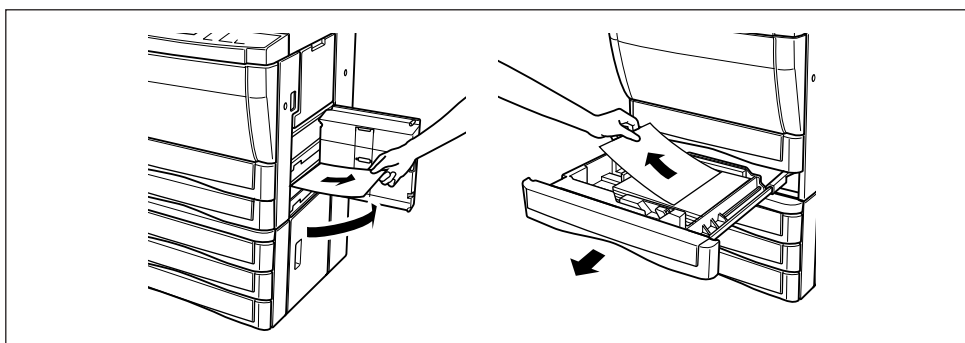
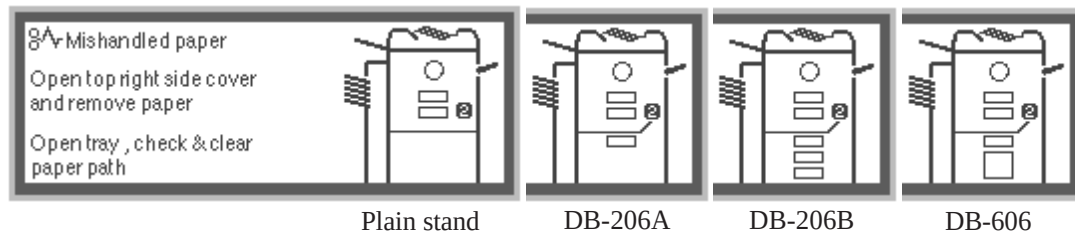
Code z (Konica 3340)



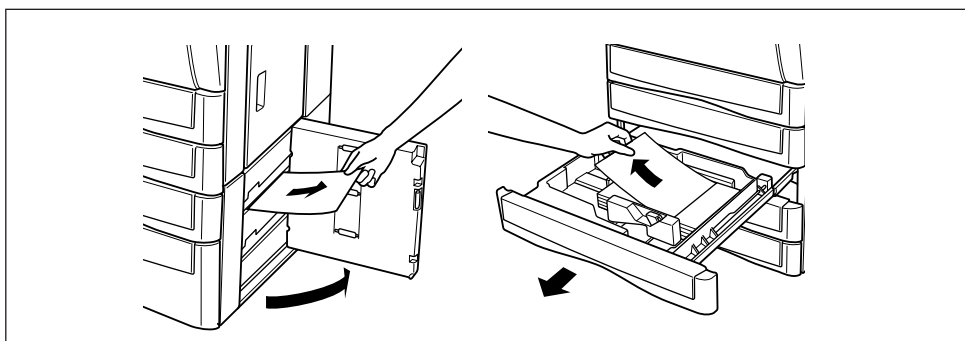
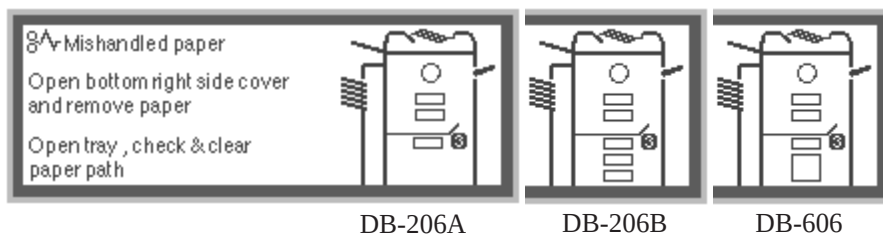
Troubleshooting

Clearing Mishandled Paper (continued)

Code x



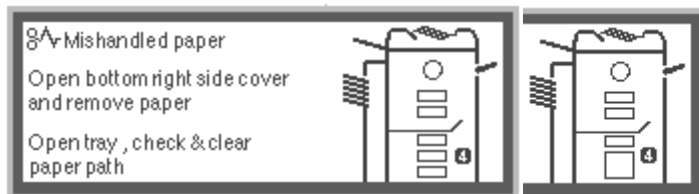
Code c



Troubleshooting

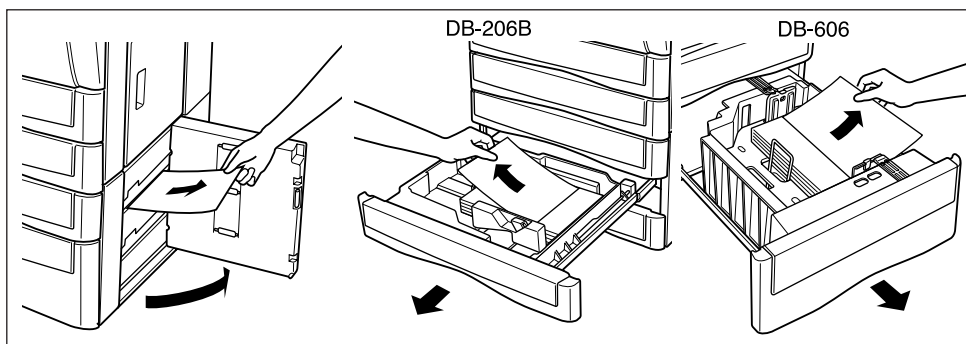
Clearing Mishandled Paper (continued)

Code v

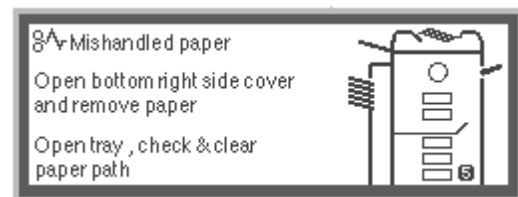


DB-206B

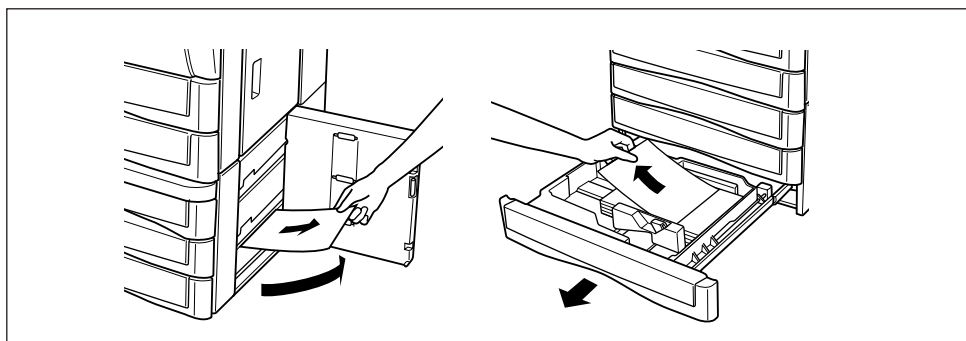
DB-606



Code b



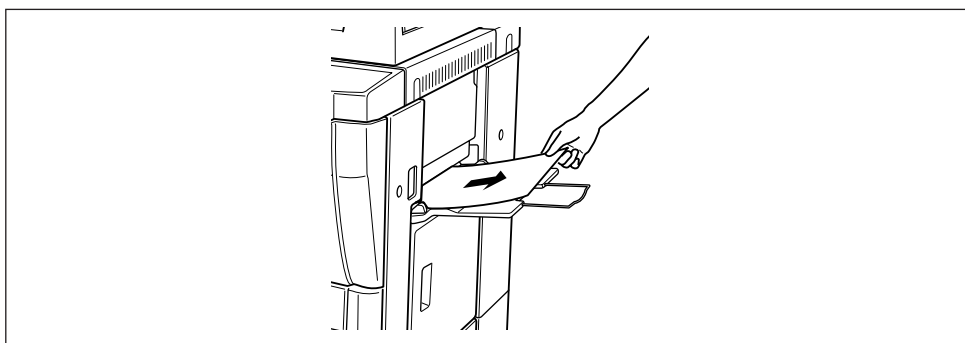
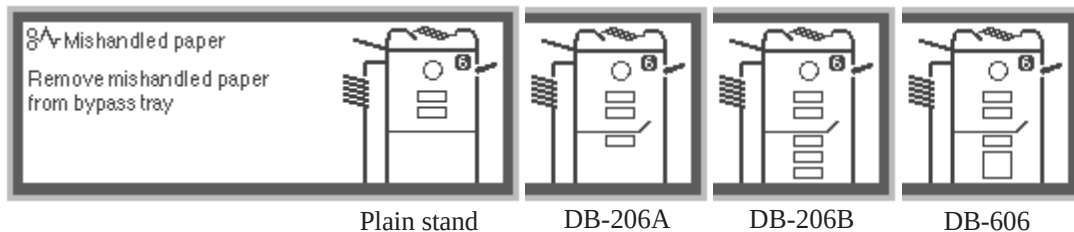
DB-206B



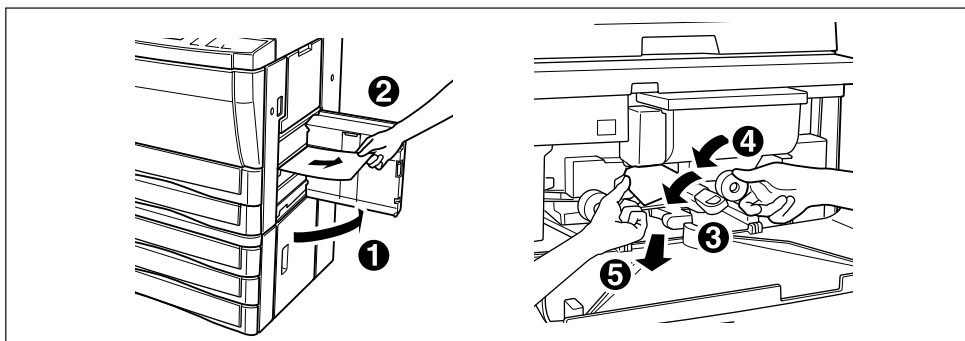
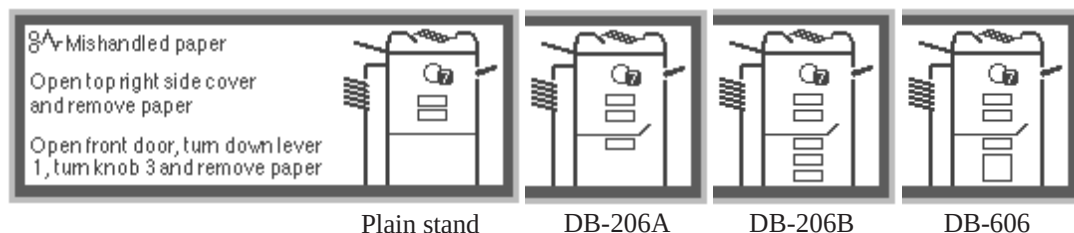
Troubleshooting

Clearing Mishandled Paper (continued)

Code n



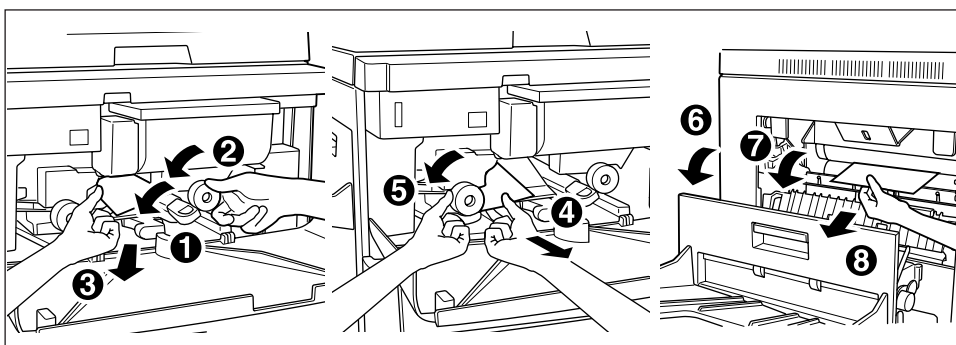
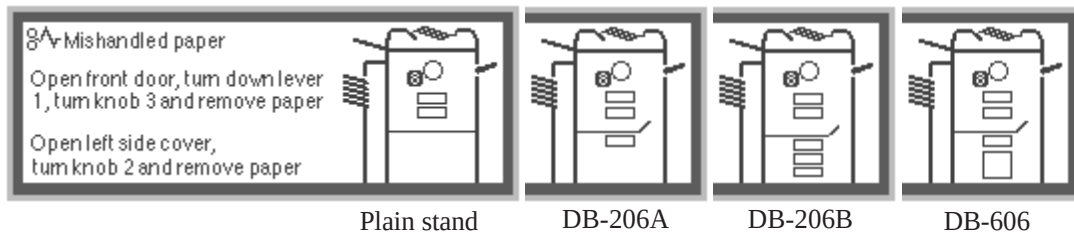
Code m



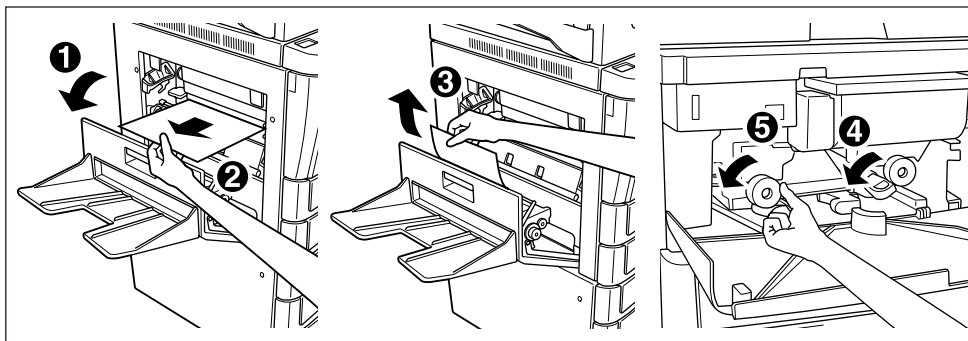
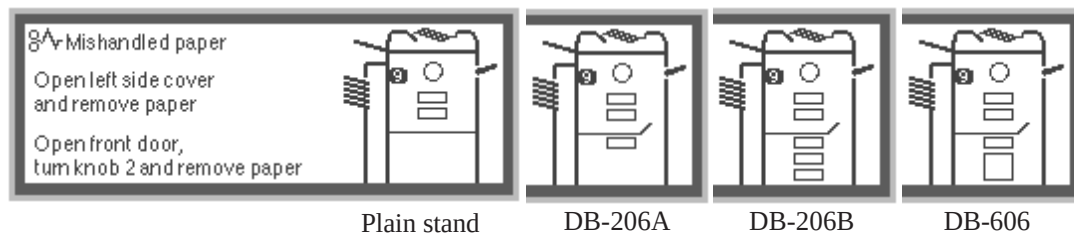
Troubleshooting

Clearing Mishandled Paper (continued)

Code ,



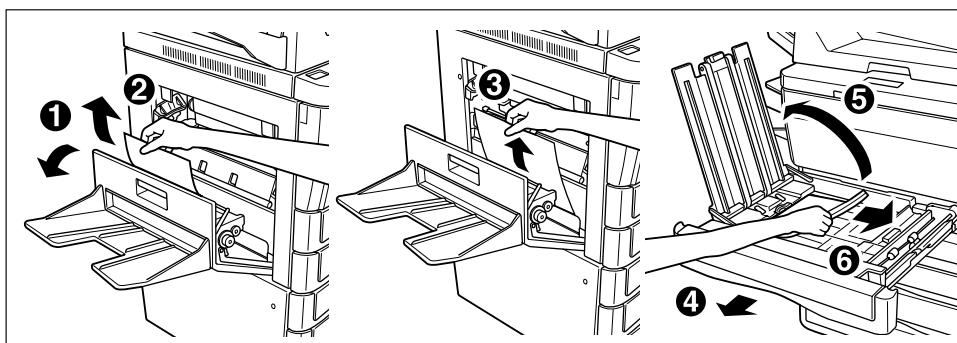
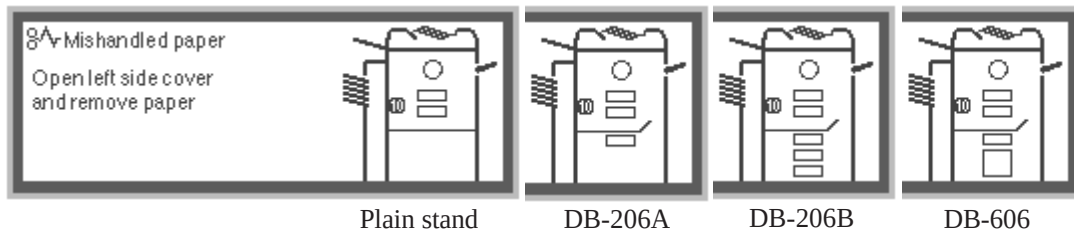
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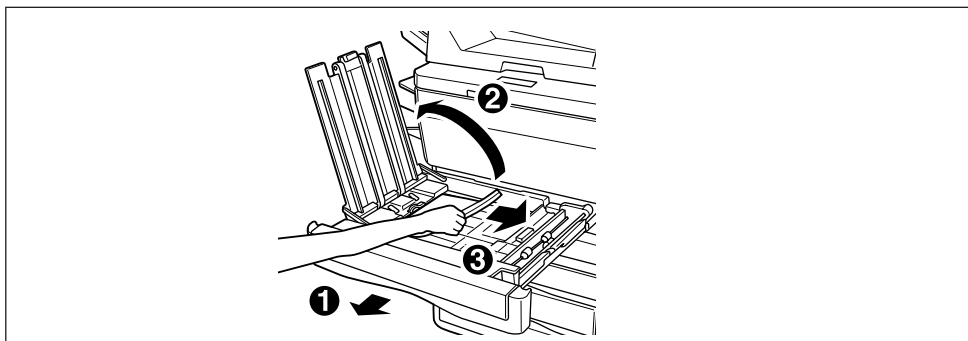
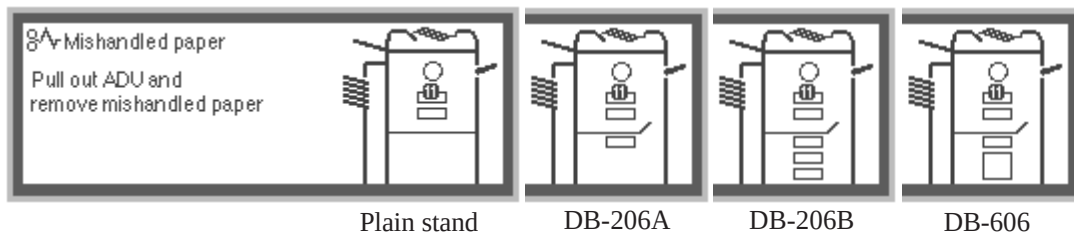
Troubleshooting

Clearing Mishandled Paper (continued)

Code | 0



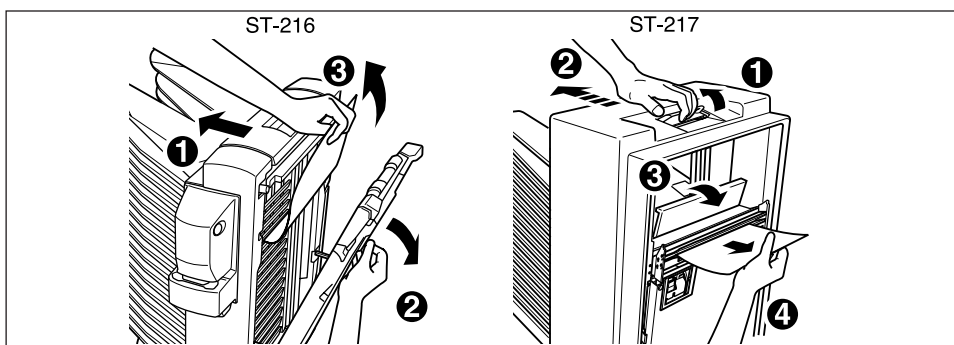
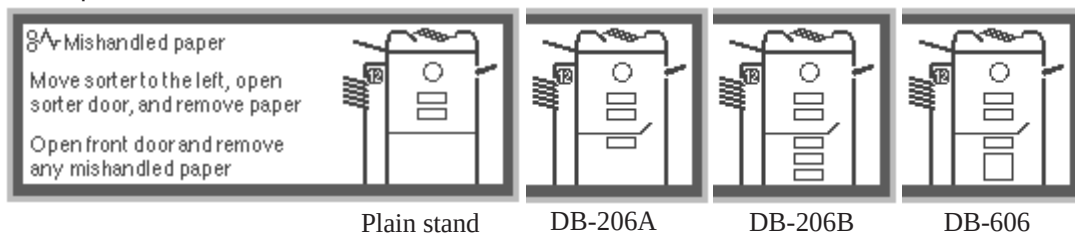
Code | 1



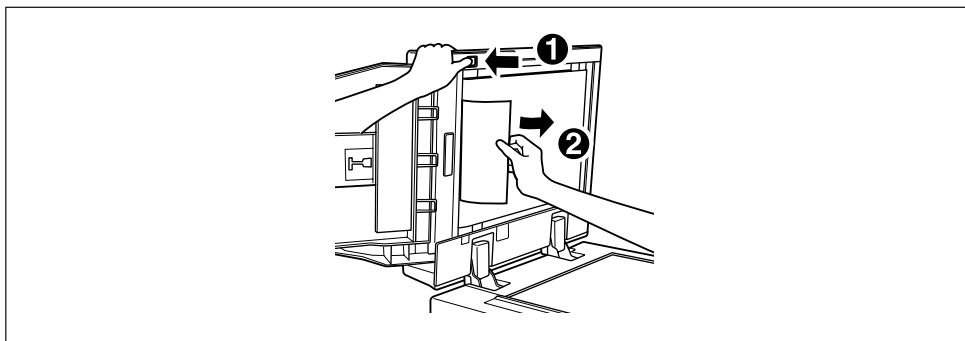
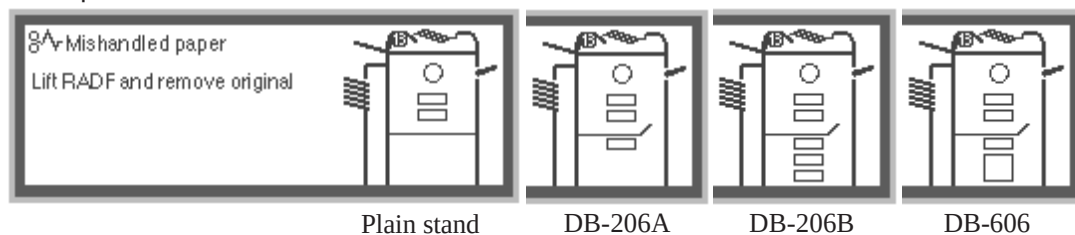
Troubleshooting

Clearing Mishandled Paper (continued)

Code | 2



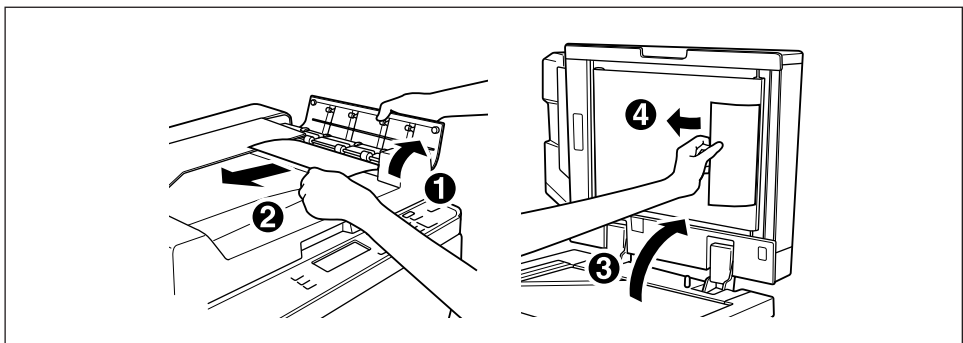
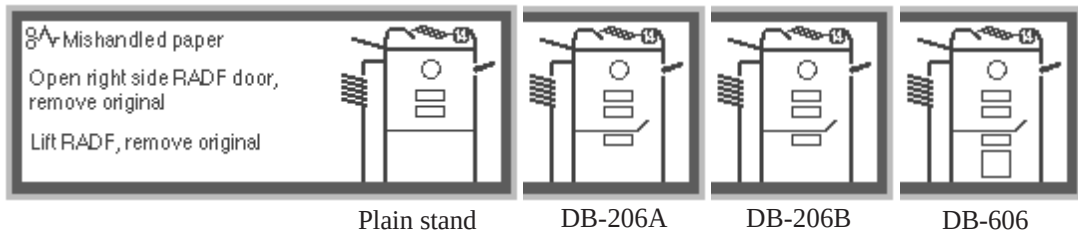
Code | 3



Troubleshooting

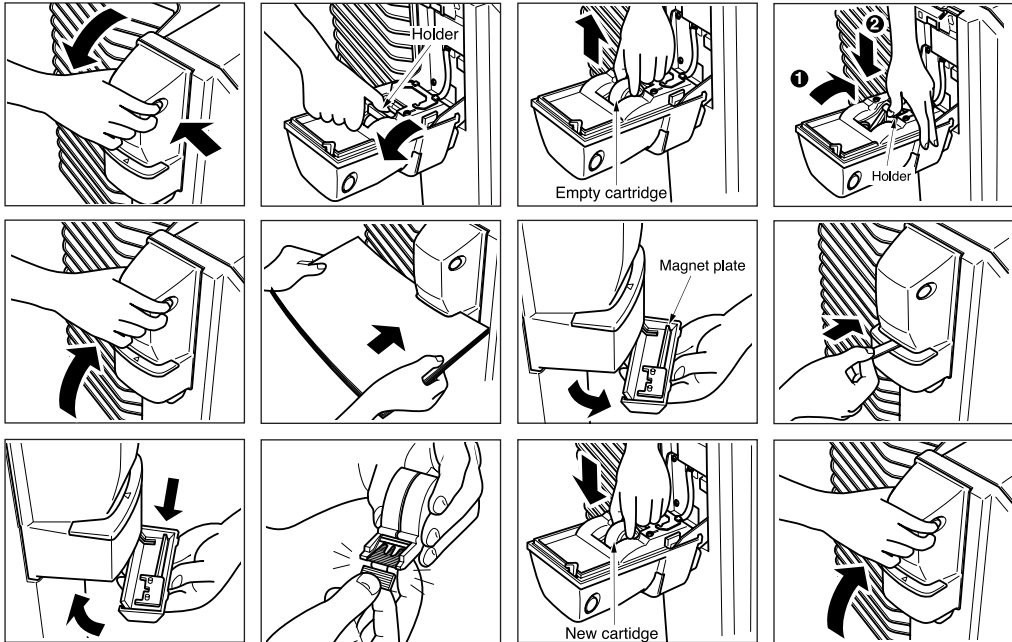
Clearing Mishandled Paper (continued)

Code | 4



Troubleshooting

Clearing a Wedged Staple from the Off-Line Stapler Unit



- 1 Press the stapler release button and open the stapler unit.
- 2 Press the cartridge holder in the direction of the arrow, as shown.
- 3 Remove the cartridge.
- 4 Press cartridge holder back to center position, then, press it downward until it stops.
- 5 While cartridge is removed, close the stapler unit.
- 6 To discharge a wedged staple, insert 2 or 3 sheets of paper as if for side stapling, as shown. If staple discharges, go to step 12. If the staple remains wedged, continue with step 8.
- 7 If a wedged staple cannot be dislodged remove the bottom cover of stapler, and locate a magnetic plate inside. Remove the magnetic plate from the bottom cover.
- 8 Use the magnetic plate as a tool, to attract the wedged staple.
- 9 Return the magnetic plate to the bottom cover of the stapler, then replace the stapler bottom cover.
- 10 Before replacing the staple cartridge, remove any protruding staples.
- 11 Press the stapler release button, and re-open the stapler unit. Replace the cartridge.
- 12 Close the stapler unit.

Troubleshooting

Copying Tips

COPIER DOES NOT OPERATE WHEN POWER SWITCH IS ON

Fully insert paper trays.

Close RADF.

Check to be sure power plug is firmly inserted in electrical socket.

COPY IMAGE IS TOO LIGHT

Manually adjust copy density to darker density.

Check the message area of the Basic screen and add toner, if required.

Check paper for dampness. Do not leave paper in copier when humidity is high. Or, Use the Moisuter paper mode.

COPY IMAGE IS TOO DARK

Manually adjust copy density to lighter density.

Check to see if Photo or Photo-Text mode is required.

COPY IMAGE IS NOT CLEAN OR SHOWS SPOTS

Use clean originals since dirt marks may be copied.

Keep Platen glass and inner surface of document cover clean.

Call for service if the “Call for PM” is displayed in the message area.

Check density indicator and lighten if required.

COPY PAPER MISHANDLES DURING COPYING

Fan copy paper and load it with edges curling upward. Do not exceed the tray capacity.

COPY IMAGE CAN BE RUBBED OFF

Check copy paper thickness. Use Heavy Stock mode, if paper weight requires it.

MAGNIFICATION CANNOT BE CHANGED

Reduce & Shift is incompatible with magnification.

Press [AUTO RESET] key and set desired copying conditions without using Reduce & Shift.

DUPLEX MODES CANNOT BE SELECTED

Fully close ADU and RADF, then select Duplex mode again.

Automatic Duplex copying is not available in Interrupt mode.

Troubleshooting

Copying Tips (continued)

COPYING DOES NOT BEGIN AFTER PRESSING START PRINT

Insert or adjust the appropriate paper tray for copy size selected

Close document cover firmly.

Close front door completely.

COPYING DOES NOT RESUME AFTER MISHANDLED PAPER IS REMOVED

Check copier diagram on LCD screen for additional indications of mishandled paper.

COPY QUALITY IS POOR

Check paper for dampness, and replace if necessary.

THE ORIGINAL PAPER IS MISHANDLED OR SKEWED IN THE DOCUMENT FEEDER

Originals should conform to the recommended size and weight.

Be sure originals are not stapled.

Align originals evenly in the RADF.

Check to make sure paper guides meet the width of mixed size originals.

COPY IMAGE IS SKEWED WHEN BYPASS IS USED

Be sure copy paper is inserted straight.

USING ECM, COPIES CANNOT BE MADE AFTER PASSWORD IS ENTERED

Check to see if the message "Exceed limit" is displayed.

Contact key operator to reset limit.

SORTER DOES NOT OPERATE

Press [SORT]/ [GROUP]/ [STAPLE] key.

Remove paper misfeed, if any.

RADF INDICATOR WILL NOT LIGHT AFTER AUTO/RESET IS PRESSED

Fully close RADF.

RADF LIGHT IS FLASHING

The document feeder is ready to accept originals.

Insert originals on RADF tray, press [AUTO RESET] key, then [START PRINT] key.

ADD TONER MESSAGE IS DISPLAYED

New toner supply is needed. Follow instructions for adding toner.

Troubleshooting

Copying Tips (continued)

CALL FOR PM IS DISPLAYED IN MESSAGE AREA

Contact your service representative for Preventive Maintenance.

THE BASIC SCREEN DOES NOT DISPLAY SETTINGS AS DESCRIBED IN USER'S MANUAL.

Check with the key operator, as Initial Settings may be changed.

PLEASE CHECK ORIGINAL

This message displays when the copier detects a non-standard paper size on the platen glass. Select copy size and press [START PRINT] key. 100% magnification will be selected automatically.

If this message continues to display after selecting copy size, select 100% magnification, even if it is already indicated, then press [START PRINT] key. If desired, ask your Konica service representative to enable the machine to default to 100% magnification in this situation.

Section 12: Machine Specifications

Specifications

Machine Specifications

Specifications

Product Name	Konica 3240/3340
Configuration	Console with stationary platen
Photoreceptor	OPC
Development	Dry 2-component magnetic brush
Toner	Black cartridge type
Recommended Operating Environment	50°~91.4°F (10°~33°C); 10~80% RH
Warm Up	Approx. 2 min. 30 sec. @68° (20°C); 50% RH
Auto Reset	Off/30sec./1min./1.5min./2min./2.5min./3min.
First Copy Out Time	From Platen Glass: 3.2/3.6 sec. for 8.5"x11" (Konica 3240/3340) 4.2/4.6 sec. for 11"x17" (Konica 3240/3340)
Copy Rate (Platen/1.00)	40 cpm: 8.5"x11"/5.5"x8.5" 30 cpm: 8.5"x11"R 26 cpm: 11"x17"
Copy Rate (ADF/1.00)	40 cpm: 8.5"x11"/5.5"x8.5" manual or AES/APS 26 cpm: 11"x17" manual or AES/APS
Continuous Copy	1~999 copies
Copier Power Source	120V±6%; 60Hz±2.5Hz
Automatic Modes	AMS; AES (plus 7-level manual density); APS detects 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
Magnification	Presets: 0.50, 0.65, 0.77, 1.00, 1.29, 1.55, 2.00 User Sets (3): 0.50~2.00, set by key operator Zoom range: 0.50~2.00 in 1% steps
Originals on Platen	Max. size: 11"x17" (280mmx432mm)
Originals in Document Feeder	Max. 50 sheets (20 lb) feed/exit capacity Original weight: 20~24 lb bond; curl max. 10mm or less (Transparency, Paste-up, Labels, & Intermediate papers unavailable) ADF mode: 1s1; 1s2 11"x17"; 8.5"x14"; 8.5"x11"; 8.5"x11"R; 5.5"x8.5" RADF mode: 2s2; 2s1 11"x17"; 8.5"x14"; 8.5"x11" Mixed Original mode: 11"x17"+8.5"x11"R; 8.5"x14"+8.5"x11"

Specifications Subject To Change Without Notice

Machine Specifications

Specifications

Paper Source (Konica 3240)	Main body trays 1/2; 500/500 sheets Multi-sheet bypass; 100 sheets Tray 2 user adjustable Tray 1 adjusted by service
Paper Source (Konica 3340)	Main body trays 1; 500 sheets Multi-sheet bypass; 100 sheets Tray 1 user adjustable
Copy Exit Tray	100 sheets (20 lb)
Copy Paper Weight	16 lb~24 lb bond recommended (Max. range: 16 lb~32 lb) Transparency, Labels, 3-hole
Main Body Safety Standard	UL 1950; CSA 22.2 No. 950-93
Radio Interference	FCC Rules part 15, sub-part B Class A
Power Consumption	Max. 1.650kVA
Noise Level (full system)	Approx. 50dB (A) or less, after warm-up Approx. 71dB (A) or less, during copying Measurement: DIN 45635, Part 19
Options	ST-217 In-Bin Stapler-Sorter ST-216 Off-Line Stapler Sorter Plain stand DB-206A DB-206B DB-606 Weekly Timer, Key Counter
Machine Weight	155 lb (70kg) +22 lb (80kg) w/RADF +95 lb (43kg) w/ST-217 In-Bin Stapler Sorter +44 lb (20kg) w/ST-216 Off-Line Stapler Sorter
Machine Dimensions	Main Body (with RADF) Width: 24.0 in. (610mm) Depth: 24.2 in. (614mm) Height: 26.8 in. (683mm) Document Feeder (RADF) w/o Exit Tray Width: 24.0 in. (610mm) Depth: 21.0 in. (534.7mm) Height: 4.3 in. (111mm) Max. open angle: 70°

Specifications Subject To Change Without Notice

Machine Specifications

Specifications

	ST-217 In-Bin Stapler Sorter
	Width: 20.9 in. (532mm)
	Depth: 22.3 in. (566mm)
	Height: 38.3 in. (974mm)
	ST-216 Off-Line Stapler Sorter
	Width: 16.6 in. (422mm)
	Depth: 20.3 in. (515mm)
	Height: 33.3 in. (846mm)
Automatic Duplex Unit (ADU)	Paper size: 11"x17", 8.5"x14", 8.5"x11"
	Paper weight: 20~24 lb
	Paper curl limit: 20mm or less
	Stacker capacity: 50-sheets (20 lb bond)
	30-sheets (11"x17")
	Modes: 1S2; 2S2
ST-217 In-Bin Stapler Sorter	Power source: Main body
	Power consumption: 100VA or less, primary
	Number of bins: 20 bins plus top bin
	Bond Paper weight range: 16~32 lb
	Non-Sort mode (top bin): 16~32 lb
	Sort, Group modes: 16~32 lb
	Staple Sort mode: 16~24 lb
	Non-Sort paper size (top bin)
	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
	Sort or Group mode paper size
	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
	Staple Sort mode paper size
	11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
	Bin capacity:
	Staple Sort mode: 50/30 sheets (8.5"x11",
	8.5"x14", 8.5"x11"R/11"x17")
	Corner position, flat-cinch type
	Sort mode: 30/50 (11"x17"/8.5"x14",
	8.5"x11"R, 8.5"x11")
	Group mode: 30
	Cascade mode: 30 sheets/bin plus 100
	Top bin capacity: 100 sheets (20 lb)
Manual Staple Mode	Performed in bins after copying
Staple Cartridge	5000 staples/cartridge

Specifications Subject To Change Without Notice

Machine Specifications

Specifications

ST-216 Off-Line Stapler Sorter	Power source: Main body Power consumption: 100VA or less, primary Number of bins: 19 bins plus top bin Bond Paper weight range: 16~24 lb Non-Sort paper size (top bin) 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5" Sort or Group mode paper size 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5" Bin capacity: Sort mode: 50 sheets Group mode: 30 sheets Cascade mode: 30 sheets/bin plus 100 Top bin capacity: 100 sheets (20 lb) Off-Line Staple capacity: Max. 25 sheets stapled
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Specifications Subject To Change Without Notice

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